

Example 2: Employee's scheduled workweek is forty (40) hours and includes Wednesday, Thursday, Friday, Saturday and Sunday. Employee works their full shift on Sunday, November 11th (actual holiday), is off work on Monday, November 12th (observed holiday).

Week Ending	S	M	T	W	TH	F	S
Nov 17, 2018	8.0 HW	**					

Example 3: Employee's scheduled workweek is forty (40) hours and includes Wednesday, Thursday, Friday, Saturday and Sunday. Employee is off work on Sunday, November 11th (actual holiday), due to planned vacation or due to illness, and works a full shift on Monday, November 12th (observed holiday).

Week Ending	S	M	T	W	TH	F	S
Nov 17, 2018	**	8.0 OT					

LEGEND:

** = No exceptions reported.

HW = Holiday hours worked.

HS = Holiday hours at straight time.

OT = Overtime hours worked.