

Holiday hours for Thanksgiving 2007

21st November – 4 hours for 1.0 FTE
3.2 hours for .80 FTE
3.0 hours for .75 FTE
2.5 hours for .625 FTE
2.0 hours for .5 FTE

22nd November- 8 hours for 1.0 FTE
- 6.4 hours for .80 FTE
- 6.0 hours for .75 FTE
- 5.0 hours for .625 FTE
- 4.0 hours for .50 FTE

23rd November- 8 hours for 1.0 FTE
- 6.4 hours for .80 FTE
- 6.0 hours for .75 FTE
- 5.0 hours for .625 FTE
- 4.0 hours for .50 FTE

Total working hours and total Holiday hours for the week 11/18/07-11/24/07(Sunday-Saturday)

Full Time Classified Employee

- If you are 1.0 FTE (40 hours/week) employee, you need to work 20 hours and you will get 20 hours of holiday (**4 hrs on 11/21/07 and 8 hrs each on 11/22/07, 11/23/07**)

• Total Working Hours	Total Holiday Hours
20 hours	20 hours

Part Time Classified Employee

- If you are .80 FTE (32 hours/week) employee, you need to work 16 hours and you will get 16 hours of holiday (**3.2 hrs on 11/21/07 and 6.4 hrs each on 11/22/07, 11/23/07**)

• Total Working Hours	Total Holiday Hours
16 hours	16 hours

- If you are .75 FTE (30 hours/week) employee, you need to work 15 hours and you will get 15 hours of holiday (**3 hrs on 11/31/07 and 6 hrs each on 11/22/07, 11/23/07**)

• Total Working Hours	Total Holiday Hours
15 hours	15 hours

- If you are .625 FTE (25 hours/week) employee, you need to work 12.5 hours and you will get 12.5 hours of holiday (**2.5 hrs on 11/21/07 and 5 hrs each on 11/22/07, 11/23/07**)

• Total Working Hours	Total Holiday Hours
12.5 hours	12.5 hours

- If you are .50 FTE (20 hours/week) employee, you need to work 10 hours and you will get 10 hours of holiday (**2 hrs. on 11/21/07 and 4 hrs each on 11/22/07, 11/23/07**)

• Total Working Hours	Total Holiday Hours
10 hours	10 hours