

# Retail Holiday Scheduling 2023

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RSC scheduling expectations for Memorial Day, July 4th, and Labor Day Holidays

## Highlights

- All AT&T Retail employees will be scheduled to work **4 days** during the following weeks:
  - Memorial Day Week of May 28 - June 3 (Memorial Day May 29, 2023)
  - 4th of July Week of July 2 - July 8
  - Labor Day Week of September 3 - September 9 (Labor Day Sept 4, 2023)
- In addition to this schedule, any **bargained** employee scheduled to work on Memorial Day, Independence Day, or Labor Day will be given the **option** to select an additional day of work if desired. This only applies to employees who will be scheduled to work on Memorial Day, Independence Day, and Labor Day, and selecting an additional day of work is optional.
- All bargained employees receive holiday pay for Memorial Day, Independence Day, and Labor Day, in accordance with the guidelines that are outlined in Article 23 - Section 1 of their respective Labor Agreement.
- **These guidelines ONLY apply to Memorial Day, July 4th, and Labor Day.** All other holiday weeks are unaffected at this time.
  - RSCs will be scheduled to work 5 days on all other holiday weeks.

## RSM Actions

- Follow-up with each employee scheduled to work on Memorial Day, Independence Day, and Labor Day to verify if they would like to add an additional day of work to their current schedule.
- Identify areas of your weekly schedule where you see scheduling needs.
  - Create open shifts for those days, based on the number of employees working on Memorial Day, Independence Day, and Labor Day that elect to work an additional day.
  - You may already have existing open shifts to offer if you have had an employee leave your location.
- Assign any open shifts selected to each employee in MySchedule in seniority order as shown in the [Schedule Changes Job Aid](#).