

## CALCULATING CITY WORKDAYS

To calculate the number of work days in 2020, use a standard 5 day work week working 8 hours per day:

262 Total Workdays in 2020

Month	# of work days
January	23
February	20
March	22
April	22
May	21
June	22
July	23
August	21
September	22
October	22
November	21
December	23

The Michigan Governor decreed the stay-at-home order effective March 24, 2020. If you began working from home on 3/24/20 in a city with no local taxes, the workdays would calculate as follows:

You worked within the city limits in January, February, and 16 days in March (March 1<sup>st</sup> through March 23). In this example you would have worked 59 days in the city and 203 days outside of the city.

### **Non-standard work week**

If you work a non-standard work week, you will need to document the days on a calendar or contact the city in which you work for assistance. The city should provide direction on how to calculate/document the days worked within the city.