

HOPE HAVEN PROGRAM CALENDAR

JULY 1, 2020 to JUNE 30, 2021

July 2	(Thursday)	(x) Clients leave	Open
July 3	(Friday)	(1) Independence Day Holiday	Closed
July 6	(Monday)	(x) Clients Return	Open
September 7	(Monday)	(2) Labor Day	Closed
November 25	(Wednesday)	(x) Clients Leave	Open
November 26	(Thursday)	(3) Thanksgiving Holiday	Closed
November 27	(Friday)	(4) Agency Holiday	Closed
November 29	(Sunday)	Clients Return	
December 23	(Wednesday)	(x) Clients Leave	Open
December 24	(Thursday)	(5) Christmas Eve Holiday	Closed
December 25	(Friday)	(6) Christmas Holiday	Closed
December 27	(Sunday)	Clients Return	
January 1	(Friday)	(7) New Year's Holiday	Closed
April 2	(Friday)	(8) Good Friday	Closed
May 31	(Monday)	(9) Memorial Day	Closed

- "Open" means The Achievement Center, My Day, Key to Success, and Business/Administration Offices are open for business and/or day programming; "Closed" means that they are not open for business that day. All other services are in operation.
- Hope Haven **tentatively** plans to offer transportation routes to and from the Des Moines area on three occasions: Thanksgiving, Christmas, & Independence Day.
- Days numbered are Agency Holidays, and must be used as a leave day by the client.
- Days denoted with (x) must be used as a leave day if client is not working.
- Client Leave: Individuals on Hope Haven client payroll — whether they qualify for paid leave or not—are allowed a total of 15 days (or more depending on length of service) per year. Nine (9) of the 15 are holidays when the agency is closed. The other six (6) can be requested when client/family desires; approval of request must be obtained from employment services supervisor for those in work services. Those clients who use Hope Haven transportation to/from the Des Moines area must count travel days as "leave days" where marked by an (X); there are four (4) of these on the 2020/2021 calendar.

To: Hope Haven Clients and Families

From: Scott Witte, Director of Employment Services

Re: FY 2021 Program Calendar

Date: 4-29-2020

On the opposite side of this sheet is the Program Calendar for Fiscal Year 2021, which begins 7-1-2020. Please note the dates of office closure for the various holidays and the dates for client transportation for the Independence Day, Thanksgiving, and Christmas holidays.

Please notice the last paragraph on the calendar. Clients involved in vocational services need to limit their time off to the 9 holidays and 6 other leave days per year; more days off are available with certain levels of experience, as explained in the "Client Handbook – Employment Services."

Feel free to call me (712-476-3122) if questions. Thanks.