

HOPE HAVEN PROGRAM CALENDAR

JULY 1, 2019 to JUNE 30, 2020

July 3	(Wednesday)	(x)		Open
July 4	(Thursday)	(1)	Independence Day Holiday	Closed
July 5	(Friday)	(x)	Mandatory Paid Time Off	Closed
July 7	(Sunday)		Clients Return	Closed
September 2	(Monday)	(2)	Labor Day	Closed
November 27	(Wednesday)	(x)	Clients Leave	Open
November 28	(Thursday)	(3)	Thanksgiving Holiday	Closed
November 29	(Friday)	(4)	Agency Holiday	Closed
December 1	(Sunday)		Clients Return	Closed
December 21	(Saturday)		Clients Leave	Closed
December 23	(Monday)	(x)		Open
December 24	(Tuesday)	(5)	Christmas Eve Holiday	Closed
December 25	(Wednesday)	(6)	Christmas Holiday	Closed
December 26	(Thursday)	(x)	Clients Return	Open
January 1	(Wednesday)	(7)	New Year's Holiday	Closed
April 10	(Friday)	(8)	Good Friday	Closed
May 25	(Monday)	(9)	Memorial Day	Closed

- "Open" means The Achievement Center, Day Habilitation Services, Mental Health & Recovery Services, 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: Vocational program clients—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 vocational program supervisor for those in work programs. 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 five (5) of these on the 2019/2020 calendar.

To: Hope Haven Clients and Families

From: Scott Witte, Director of Employment Services

Re: FY 2020 Program Calendar

Date: 4-17-2019

On the opposite side of this sheet is the Program Calendar for Fiscal Year 2020, which begins 7-1-2019. 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.