



## Imagine! 2022 Holiday Schedule

Imagine! observes the following holidays:

New Year's Day	Friday	December 31, 2021
Martin Luther King Jr. Day	Monday	January 17, 2022
Presidents' Day	Monday	February 21, 2022
Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 4, 2022
Labor Day	Monday	September 5, 2022
Thanksgiving Day	Thursday	November 24, 2022
Day After Thanksgiving	Friday	November 25, 2022
Christmas Eve Holiday	Friday	December 23, 2022
Christmas Eve Holiday*	Saturday	December 24, 2022
Christmas Day Holiday*	Sunday	December 25, 2022
Christmas Day Holiday	Monday	December 26, 2022
New Year's Day (2023)	Monday	January 2, 2023

\* Asterisk applies to holidays only observed by Residential Group Home Staff.

Full-time and part-time employees will receive prorated holiday pay (not to exceed eight hours) based on the average number of scheduled hours per day (number of scheduled hours per week divided by 5), rounded to the nearest hour.

When a holiday falls on a regular workday, full-time and part-time employees will have the day off and receive holiday pay (unless otherwise scheduled to work). If the holiday falls on an employee's day off, the employee will also receive holiday pay.

Full-time, part-time, casual, substitute and temporary non-exempt employees who are scheduled to work on a holiday will receive holiday pay of two times their regular hourly rate including any hours over 40.

A paid holiday does not count as a day worked in calculating overtime for the week.

## Vacation

Vacation time accrues for all Full and Part time employees. Rates are based on actual hours worked.

Vacation accrues on a prorated basis (based on the accrual rate below per each hour worked) for full-time and part-time employees working at least 20 hours or more per week; it does not accrue for overtime hours worked or used in the computation of overtime.

Vacation accrual is as follows:

Years of Employment	Vacation Accrual Rate (per each hour paid up to 40 per week)	Annual Vacation Accrual (based on 40 hrs. /wk.)	Vacation Time Maximum Accrual
1-2 years	0.04615	96 hours a year	120 hours
3-4 years	0.06538	136 hours a year	160 hours
5 years and above	0.08461	176 hours a year	200 hours

Paid vacation is not earned during unpaid leave.

With supervisor approval, employees may borrow up to 40 hours of vacation time. For an employee who has borrowed vacation time and whose employment is terminated prior to re-accruing the borrowed time, the value of the vacation time will be deducted from the employee's final paycheck.

Vacation time must be arranged in advance, at the discretion of, and approval by, the employee's supervisor. Two weeks prior notice is expected for vacation requests.

Employees are encouraged to use vacation time. Vacation time is subject to maximum amounts. When an employee has reached the maximum vacation accrual (based upon length of service) the employee does not lose vacation hours, but stops accruing vacation until they are below the maximum accrual.

A terminating employee, or an employee changing to an ineligible status, is paid for all earned unused vacation at the pay rate in effect at the time of termination or status change.

## Sick Leave

Sick leave may be used for the illness or injury of the employee themselves or family members. Refer to the Imagine! Employee Handbook for additional information.

Paid sick leave accrues for all employees based on actual hours worked. Sick leave accrues at a rate of .0346 hours per hours worked. Paid sick leave is not earned during unpaid leave.

Full-time and part-time employees may accrue paid sick leave to a maximum of 480 hours. All other employees may accrue paid sick leave to a maximum of 48 hours.

Employees must give their supervisor as much advance notice as possible when they are unable to report for work due to illness or injury. An individual who must be absent for health reasons will first use available sick time, then available vacation time. Supervisors may request medical certification for sick time absences at any time. In the event an employee is absent for more than three days, medical certification from a healthcare provider is required.

Employees cannot receive extra pay or extra time off for their unused sick time. Sick leave is not included in the calculation of overtime. Also, employees are not paid for unused sick hours when they leave, retire or reduce to a non-benefit status.

## **Wellbeing Days**

Wellbeing days are paid days off to care for oneself. Refer to the Imagine! Employee Handbook for additional information.

Wellbeing days are available to Full-time and Part-time employees. Each January, eligible employees receive 3 Wellbeing days (based on average scheduled hours per day). Wellbeing days must be arranged in advance, at the discretion of, and approval by, the employee's supervisor. Employees must give their supervisor as much advance notice as possible when requesting a Wellbeing day, and no less than 24 hours. Wellbeing days must be taken in increments of full days or full shifts.

Wellbeing days do not carry over to the next year. Employees cannot receive extra pay or extra time off for their unused Wellbeing days. Wellbeing days are not included in the calculation of overtime. Also, employees are not paid for unused Wellbeing days when they leave, retire or reduce to a non-benefit status.