



Imagine! 2019 Holiday Schedule

Imagine! observes ten holidays each year:

New Year's Day	Tuesday	January 1, 2019
Martin Luther King Jr. Day	Monday	January 21 2019
Presidents' Day	Monday	February 18, 2019
Memorial Day	Monday	May 27, 2019
Independence Day	Thursday	July 4, 2019
Labor Day	Monday	September 2, 2019
Thanksgiving Day	Thursday	November 28, 2019
Day After Thanksgiving	Friday	November 29, 2019
Christmas Eve Holiday	Tuesday	December 24, 2019
Christmas Day Holiday	Wednesday	December 25, 2019
New Year's Day	Wednesday	January 1, 2020

All benefit eligible 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, benefit eligible 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 nonexempt 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 benefit eligible 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 benefit eligible 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.

Paid sick leave accrues for all benefit eligible employees based on actual hours worked. Sick leave accrues at a rate of .04615 hours per hours paid, up to 40 per week (equivalent to one day per month for 40 hours worked). Paid sick leave is not earned during unpaid leave. Paid sick leave may be accumulated to a maximum of 480 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.