

**STAFF REVIEW OF POLICY UPDATES**

Employee Name: _____ Date: _____

When a new policy is issued, or when policies are revised, as an Avenue II Employee you are required to thoroughly review these policies.

It is important to understand how these changes affect your work routines and responsibilities, as well as how these changes affect the individuals whom you support.

- Read the policies listed below.
- Initial beside each policy to acknowledge that you have read and understand them.
- Return the completed form by the due date listed below.

August 2025 Policies to Review:

POLICY	SUBJECT	DATE	INITIAL
1. SS111 Revised	Choking		
2. SS043 New	Daily Notes		
3. SS042 Deleted	ESS/CLS Log Sheet		
4. SS044 Deleted	Log Sheet for Residential Locations		
5. HR065 Revised	Guidelines for Delivering Discipline		
6. HR144 Revised	Operational Requirements of Organization/Guidelines for Vacation Approval		
7. AD170 Revised	Request for Leave/Shift Change (Form)		

Copies of policies are available at:

People's homes, Avenue II Office, Avenue II website: www.avenueii.com

RETURN TO:

Tammy St. Denis - tammys@avenueii.com

DUE DATE FOR COMPLETION:	September 15th, 2025
DATE RETURNED:	