

Manual of Administration

TOPIC: Support Services	SUBJECT: Leave Without Pay/Time Off for Home Support Workers	Code: SS190
		Date of Issue: 08/1993
		Revised: April 1996
		Page 1 of 3

PURPOSE: To clarify the proper procedure for Time Off/Home

PRINCIPLES:

1. *HOME SUPPORT WORKERS* are non-disabled roommates, who are to either work outside the home or attend an educational institution while employed as Home Support Workers .
2. *HOME SUPPORT WORKERS* are to be in attendance at their homes from 10:00 pm the previous evening to 8:00 am the following morning.
3. It is recognized that some *HOME SUPPORT WORKERS* may be called upon more frequently than others during the night to support their roommates.

ADMINISTRATION:

1. Whether to grant time off to a *HOME SUPPORT WORKER* is a management decision. Factors relating to the consumer's needs for support must be carefully balanced with the *HOME SUPPORT WORKER'S* need for time off.
2. Time off is to be granted on the basis of stress and/or compassionate grounds. Please remember that the Executive Director must grant time off on compassionate grounds.
3. Time off will be considered a request for leave without pay. The "Request For Time Off" form must be completed in every instance.

TOPIC: Support Services	SUBJECT: Leave Without Pay/Time Off for Home Support Workers	Code: SS190
		Date of Issue: 08/1993
		Revised: April 1996
		Page 2 of 3

4. A request for time off must be submitted to the Director or Manager a minimum of one week prior to the date requested.
5. The replacement Home Support Worker (overnight) will be arranged by the responsible Manager.
6. Pay and Benefits: The *HOME SUPPORT WORKER* who has been granted a leave without pay will have 1/7 deducted from his/her weekly pay for every day of the leave. The taxable benefit will not be affected.
7. The replacement Home Support Worker (overnight) will be paid the approved rate of forty dollars through Avenue II 's payroll. *HOME SUPPORT WORKERS* are, with the coming into effect of this policy, no longer required to pay out of their pocket for their replacement.
8. As a result of these changes, *HOME SUPPORT WORKERS* will not seek replacements for their attendance in their home which are not authorized by Avenue II Management.
9. There is a pay differential between *HOME SUPPORT WORKERS* and Overnight replacements and as we are in a time of extreme fiscal restraint, Directors and Managers are urged to consider the need for time off carefully.
10. *HOME SUPPORT WORKERS* who request time off will not be scheduled to work as casual relief for two weeks subsequent to their last leave. The leave is granted for rest and recuperation and, therefore, to schedule the *HOME SUPPORT WORKER* to work as a casual employee defeats the purpose of granting the leave (*HOME SUPPORT WORKERS* may be authorized to work if staff are late or absent, until a replacement

staff is available).

TOPIC: Support Services	SUBJECT: Leave Without Pay/Time Off for Home Support Workers	Code: SS190
		Date of Issue: 08/1993
		Revised: April 1996
		Page 3 of 3

11. *HOME SUPPORT WORKERS* who have unused vacation credits from the previous year are required to use these before being granted leave without pay. *Home Support Workers* are to have previously requested/planned their two weeks vacation before requesting time of without pay.
12. *HOME SUPPORT WORKERS* who are requesting overnight coverage due to being ill, are to call their Manager, or the On Call Supervisor to locate a replacement staff. *HOME SUPPORT WORKERS* may choose to stay at another residence or in their own home. The *HOME SUPPORT WORKER* may use vacation or leave without pay to cover time off for illness.
13. *HOME SUPPORT WORKERS* who request time off without pay, and then work their free time in another human service organization which supports the same client population, will have their commitment to Avenue II reviewed with their Director.