



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.

February 2026 Policies to Review:

POLICY	SUBJECT	DATE	INITIAL
1. AD121 Revised	Cash Boxes in Individual's Homes		
2. AD170 Revised	Request for Leave / Shift Change (form)		
3. FN150 Revised	Monthly Allowance for Products for Employees in Residential Locations		
4. HS298 Revised	Assessment for New Applicants for Service		
5.			
6.			
7.			

Copies of policies are available at:

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

DUE DATE FOR COMPLETION:	March 15, 2026
RETURN TO:	Tammy St. Denis <u>tammys@avenueii.com</u>
DATE RETURNED:	