

## STAFFING POLICY

The provider requests any staff person who needs time off to give as much notice as possible, preferably a minimum of two weeks, when making such a request to the owner. Another staff member will be asked to fill where needed. All staff are encouraged to work around time off as much as possible but to stay within the guidelines APD requirements.

In the event of a sudden illness, staff should first contact all consumers who are to be seen that day. If there are urgent matters to be dealt with, such as doctor's, food stamps, or other appointments which cannot be changed easily, then the staff person should contact the owner to assist in finding someone who can take care of the task.

If necessary, the owner may be used to fulfill such obligations. This should be used as a last resort only.

Supervisors are responsible for any immediate and minor issues that may come up on a daily basis and refer any major issues to the owner. A backup provider is identified to assist in running the company if required.

I have read and fully understand the Staffing Policy and agree to follow its dictates.

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Staff Signature

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Date