**Policy # FCSS-0085.15**

**FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: PART TIME STAFF TIME OFF REQUESTS**

**DEPARTMENT: ADMINISTRATION**

**EFFECTIVE DATE: JUNE 8, 2015**

Procedures for time off work requests for Part time staff are as follows:

Any time off requests for part-time staff must be pre-arranged with the Executive Director and Office Manager or designate. The time that is taken off must be made up within seven days and specified in the request. This request and approval must be in writing (email is preferred).

After approval please record time off on the “office” calendar.

Monthly timesheets must reflect accurately the actual hours taken off – correct amount, date and initialled by Executive Director for payment.

There should be a minimum of three people in the office and at least one person on either side of the RCHHS/FCSS space at all times during regular office hours.

Revised/Reviewed: **May 30*, 2019***

This policy shall be reviewed at the discretion of the Board but at least annually.