Community Health Advocate Model Program
Policy and Procedures Regarding Absences

Policy: Attendance and participation in all scheduled and/or assigned activities deemed appropriate by the _____ is expected. An inability or lack of desire to adhere to these expectations must be addressed utilizing the following procedures:

Procedure: As service providers to the community an inability or lack of desire to adhere to the expectations of the activities in question must be addressed by:

1) Notification of a partnership member and/or a fellow service provider prior to the activity or activities in question.

2) An absence of involvement in two or more consecutive activities, or for two or more consecutive weeks must be communicated directly with a partnership member to be excused.

3) Upon exploration of the circumstance by a partnership member, and/or sub-committee of partnership providers, the findings will be communicated to all individuals involved. Recommendations are then made and group input utilized to formalize an action plan.

4) Any absence of more than four weeks must be requested, and or documented in writing. This documentation shall include an action plan, including a time frame and expectations, for when and if there is a return to activities and voucher privileges.

5) Any revision of the original action plan shall consider the ability and/or desire of and for the individual in question to participate at the expected level, per the Letter of Agreement, and must be met with the consensus of all involved.