



**Brett DiNovi & Associates, L.L.C.**

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**Cancellation Policy**

(District callouts, client & staff cancellations, for ALL cases)

**School Cancellation Procedure:**

All cancellations (i.e. sick days, PTO, Vacation, client and staff cancellations, etc) require form completion

[Click here for the Cancellation Form](#)

[How to use the Cancellation Form Video](#)

1. For any questions contact the School Callout Team at 609-316-7263

\*\*\*If not completed 3 hours prior, you may be required to start your scheduled session until coverage is available.

2. Notify the Behavioral Consultant and guardian (for home cases) on the case prior to the start of the session for ALL cancellations

\*\*\*Note that 2 or more staff cancellations, within a one-month period and/or 10 total staff cancellations within a one-year period, are considered excessive without the appropriate medical documentation. This may result in disciplinary action up to and including termination of employment.

**How to Pick up Sessions**

[Sessions Needing Coverage form Link](#)

The session coverage form allows staff to have more autonomy of the assignments they select to sub for. Staff are able to pick the sessions that work best for them using the form For detailed instructions please watch the video below:

[How to use the Session Coverage Form](#)