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LCSW**

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Solutions

Employee Schedule & Session Change Policy

(Call outs, lateness, etc)

Employee Schedules:

For consistency and generalization of our learner's it's important to have a regular schedule to the extent possible. We recognize changes may occur with both school and home cases.

School Session Requesting Time Off:

All days requested off during the school year, or extended summer school year, require written request to schoolcallouts@brettdassociates.com and written approval at least 7 calendar days prior to the day off. Although BDA will attempt to fulfill all requested days off, there may be unusual circumstances that negatively impact the learner resulting in an inability to approve the requested day off. We vehemently urge you to take scheduled days off during holidays and non-school days.

School Session Change Procedure:

If you are unable to report to your assigned school session, you MUST contact the School Call Out Team no later than 3 hours prior to your required arrival time.

If the call out team is not contacted 3 hours prior, you may be required to start your scheduled session until coverage is available.

School Call Out Team

609-316.7263 – Please note new number

If you are not feeling well please reach out to the School Call Out Team asap, the day before, etc to let the team know you may potentially be unavailable.

Punctuality requirements

All BDA employees are required to be at the designated school or home session by the previously scheduled start time. Although it is not billable, it is recommended to arrive prior to the scheduled time (i.e 10-15 minutes early).

Lateness

If you are running late for any session (i.e school, home, community, etc.), you are required to notify the assigned Behavior Consultant on the case no later than your required start time.

Non- School Session Change Procedure

1. Complete the Session Change Form <https://docs.google.com/forms/d/e/1FAIpQLSc7BfjxYU0t4vAMJ-x-rd7KoljPwmBvff2m3ixncpuURVoQsw/viewform>

2. Notify the Behavioral Consultant on the case prior to the start of the session for both staff and client cancellations

3. If it is a staff session change, notify the family of the change prior to the start of the session. Note that 2 or more absences or unapproved schedule changes within a one month period and/or 10 total absences within a one year period is considered excessive without the appropriate medical documentation and may result in disciplinary action up to and including termination of employment.