

Manual Of Administration

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| TOPIC: Support Services | SUBJECT: Vacation Proposal Policy | Code: SS208 |
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PURPOSE: To outline the information required when submitting a vacation proposal and follow up requirements for support workers and individuals to ensure a safe, affordable vacation experience.

PROCEDURE: The individual and support worker(s) will complete a vacation proposal form based on the desires of the individual for their vacation experience. The vacation proposal must be handed in to the manager at least one month prior to the proposed vacation.

The proposal shall include in detail:

- A. Destination and accommodation of proposed vacation including the: address, phone number and a map if applicable (especially for camping vacations).
- B. Time frame shall include: exact dates of vacation and the estimated departure time and time returning home. If the vacation is more than one day, include the times when staff will contact the office with updates (must be agreed upon by Manager/Director).
- C. Hours of work for support worker(s)- each staff will submit a breakdown of the hours of support - hours that will be regular paid hours and hours that will be non-paid (volunteer). The Support Worker will be remunerated for the period of the vacation at the rate prescribed in Schedule "B" (wages) of the Collective Agreement for his/her employment category excepting however that Article 23 (overtime) in total shall not apply and is deemed not to have been violated.
- D. Transportation arrangements will indicate: the method of travel, ie. bus, plane, car. If the support worker's vehicle is used then staff must provide: licence plate number, make of car, year and color, and proof of valid drivers licence. Seat belts must be worn and agency transportation rules adhered to.

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- E. Health Insurance will be purchased if necessary (if not already covered) when staff and individual(s) are going out of the province or the country. This is the responsibility of support staff and the individual and will be purchased at their own expense.
- F. Health and Safety Requirements - It is understood that the support worker will do everything possible to ensure the safety and well being of the individual during the vacation. All required safety equipment will be worn if required, ie. life jackets when boating, helmets when biking etc.
- G. Expenses/Costs - A detailed account of expected/proposed expenses is to be included at the time of submitting the vacation proposal. Receipts will be required to be submitted for all expenses incurred in preparation of and during the vacation experience. **Avenue II will not reimburse without receipts.** The Manager will review all monies spent on behalf of the individual.

Receipts for any or all of the following are to be included if costs were incurred during the vacation:

1. Costs of accommodations - hotel, cabin, campsite, etc.. Amount individually paid by individual and staff.
2. Costs associated with transportation - plane, bus ticket or percentage of gas costs paid by individual and staff if using staff vehicle. Avenue II will not provide compensation to the Support Worker in respect to the use of his/her personal vehicle. In the collective agreement, Article 33.01 (kilometric rates) shall not apply and is deemed not to have been violated.
3. Costs of food - this will include all groceries purchased for camping, etc., and restaurant receipts spent by the individual. Avenue II does not reimburse staff for food costs for vacations and that as a result thereof Article 34 (meal allowance), in the Collective Agreement, shall not apply and is deemed not to have been violated.

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4. Costs for sight seeing/activities - this is also to include tickets to any shows or planned scheduled events. Staff to determine with Manager, prior to vacation, if Avenue II will pay any portion of costs.
5. Costs for incidentals for individuals, such as personal care and hygiene products, sun tan lotion, bug repellent, camera film, etc. to be predetermined prior to the vacation.
6. Any phone calls to the office for the purpose of providing reports to the Manager, shall utilize Avenue II's 800#.

All receipts must be submitted to the Manager within 5 working days of return from the vacation.

