

Memorandum

To: NMCS Enclave Employees
From: Holly Ewing, Employment Services Team Leader
Date: 10/17/2014
Re: Planned Time Off & Process for Calling In Sick

Individuals working on any of the NMCS enclaves need to follow appropriate procedures for taking time off and calling in. We are trying to stress the importance of this to the crew members and their families, residential agencies, and host home providers. One of the main goals of our enclaves is to teach individuals the skills that they would need to be able to work in a less supported environment, possibly in the community, at some point. In order to do this, crew members are going to have to be able to follow the appropriate policy for taking time off and calling in sick. The work that these crews complete is vital and when we do not have enough employees to complete the job, it causes issues and work does not get completed.

For our NMCS enclaves, we would like crew members to give us as much notice as possible when taking planned time off (vacation). Typically this should be at least 2 weeks' notice. This can be done verbally or by filling out the attached leave request sheet and giving it to the supervisor, not their team leader. Please do not rely on the individual's team leader or transportation to give the message to the supervisor. This is the crew members' responsibility.

The supervisor will review the request and let the crew member know if this request can be accommodated. We will try to grant as many requests as possible, but there may be times when this is not possible. If the time off is approved, the supervisor will sign the request and give a copy back to the individual for their records. Then the supervisor will put the person's information in the Planned Time Off Calendar. This way we can keep track of the number of people requesting time off on given days. As with most employers, the earlier time off is requested, the more likely it is to be granted.

When calling in sick, please call in directly to the person's supervisor. This does not take the place of calling their team leader and transportation. It is in addition to those things. Please make sure to call and speak with an actual person. Most employers do not allow employees to call in by leaving messages and we would like employees to do the same. Attached is a list of NMCS's enclaves and the appropriate supervisor to notify in the event of the individual not being able to come into work.

Box Enclaves:	Mary, Bart or Dan	303-255-6556
EDP / Which Wich Enclave:	Rebecca	303-255-6549
City of Westminster Enclave:	Chris	303-255-6566
BAFB:	Irene Garcia	303-255-6567 or 720-207-3662

If you cannot get a hold of the supervisor, you can contact:

Apryl Jones, Employment Consultant	303-457-1001 ext. 1606
Holly Ewing, Team Leader	303-255-6562 or 720-217-7605

IMPORTANT INFORMATION

North Metro Community Services, Inc

Client Vacation Request Form

Name: _____

Date: _____

Number of days requested: _____

Dates requested to be off: _____

Reason for request: _____

Client Signature: _____

Supervisor

Signature: _____

Coordinator Signature: _____

CC: Accounting - consumer payroll

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