



Policy and Procedure #440

Client Leaves of Absence from EFI

Approval: _____ Effective Date: 5/9/24

POLICY:

The Residential Director shall be informed whenever an EFI residential client shall be absent from the program, for any reason, for a period exceeding 7 days.

PROCEDURE:

1. The Supported Living Supervisor shall:
 - a. Fill out the top Social / Medical Absence form.
 - b. Send the completed form, two weeks in advance whenever possible, to the Residential Director.
 - c. Report changes in the status of a person's absence to the Residential Director as soon as possible.

2. The Residential Director will review and the original will be filed in the client's file.