

Request for Change of Schedule by Employees Policy and Procedures

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POLICY

Because keeping established schedules is important to the level of care and satisfaction of our clients, Comfort Keepers requires two weeks advance notice from its employees for any permanent availability changes. This allows for a smooth transition with the client and ensures that the quality of service rendered is not compromised in the process.

PROCEDURES

1. The employee needs to contact their immediate supervisor to request the change.
2. The request must be made in writing using the 'HR015 Caregiver Availability Form'. This form can be obtained from the 'Library' tab on www.ck181employees.com. The form must be signed by the employee.
3. A search for a replacement is started and schedule changes are made.
4. The employee is notified when the necessary changes are made to her/his schedule.
5. The completed form is emailed to the Office Clerk and the form is filed in the employee's e-file.