

**MONADNOCK DEVELOPMENTAL SERVICES**  
**Time Off Documentation**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Date Taken Off</b>	<b>Work Site</b>	<b>Type of Leave Used</b>	<b>Who Is Covering</b>
<b>Sun</b>			
<b>Mon</b>			
<b>Tue</b>			
<b>Wed</b>			
<b>Thu</b>			
<b>Fri</b>			
<b>Sat</b>			

P = Personal, S = Sick, V = Vacation

Supervisor Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**COVERAGE PROTOCOL**

It is the responsibility of each support professional to find coverage if they are sick or unable to make it into work. You will be provided with a list of names and telephone numbers of permanent and relief staff for the individual(s) you support. Please call the coordinator to let them know that you are unable to work and to inform them of who will be covering for you. If you are unsuccessful in finding coverage, call the coordinator at 352-1304 for help. If it is after 4:30 PM and before 8:00 AM or over the weekend, it will be the coordinator on call that will help you.

Please plan vacation time or a day off well in advance so that you will be successful in finding coverage. It might be useful to post open hours at the residence. If you are unable to find coverage for the day off or vacation time, it is expected that you will work the hours.