

PATHWAYS ABILITIES SOCIETY

POLICY: VACATIONS/TRAVEL/CAMP AND OUT OF TOWN ASSIGNMENTS

Applies to: All Personnel and Persons Receiving Service

PREAMBLE

Pathways Abilities Society provides staffing support to individuals to vacation. During the vacation period staff is working for the person and the society.

POLICY

Employee participation on individual's vacation/travel/camp and out of town assignments shall be voluntary. Employees agreeing to work will complete a compensation form. Wages will be paid based on a ten hour day.

The employer or travel participant shall pay all reasonable expenses incurred by staff not including alcohol, cigarettes, or items of a personal nature. Staff wages and meals are paid for by the society. Staff accommodations and travel cost are paid for by the participants. The total cost is divided by the number of participants. ~~and~~ Included in the predetermined travel amount is trip cancellation insurance, travel health insurance, accommodations, transportation and meals.

Under the direction of the finance manager, Pathways Abilities Society develops a 1 year Travel Club plan/schedule. Travel Club participation is open to all adults with diverse-abilities, with priority given to individuals that receive service from Pathways Abilities Society. Individuals who are supported by other organizations or require more assistance than Pathways Abilities Society can provide, are required to provide the necessary support to ensure the safety of all. Persons participating must be able to get travel health insurance and have the required identification documentations to travel.

Vacation destinations are determined based on affordability and asking individuals where they want to go. Pathways Abilities Society will alter travel destinations each year to ensure that individual's with limited incomes and those who can afford more expensive destinations can participate.

Staff applies to go on a trip. Staff participation is determined by a selection team made up of the finance manager and the assigned travel support staff. Staff/individual ratio is determined based on the needs of the participants, the destination and length of the trip.

Laws governing the destination country are adhered to. Individuals will be supported to partake in activities of their choosing. Overindulgence which prohibits a person from functioning at a reasonable capacity is not permitted. Alcohol purchased may be limited.

Effective/Revision Date

September 23, 2002
April 28, 2003
March 5, 2007
May 11, 2009
February 21, 2011
September 12, 2011
December 21, 2012
March 26, 2018

Board Approval

September 23, 2002

Date Approved

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