

Whole Child Behavioral Interventions, Inc



Employee Cancellations/ Vacations

Employee Name: _____

Client Name: Last, First, Middle Initial: _____

Client Contact Phone Number: _____ (____) _____

Date of Cancelled Appointments: _____ (____)(____)(____)
If cancellation appointments are more than three add in notes.

Cancellation Reason: Sick Vacation Unknown Other: _____

Vacation Dates _____ to _____

If taking vacation will you be taking PTO? Yes No PTO Days Available: _____ If using partial PTO days please explain in the notes

Date of Request _____

Notes:

Employee Signature: _____ Date: _____



Cancellations

Policy: Cancellation of sessions

Purpose: To outline Whole Child Behavioral Interventions guidelines for cancelling ABA sessions for predictable or unpredictable reasons.

Consistency and predictability are an extremely important part of therapeutic sessions. The majority of ABA programs provide intensive direct therapy to clients and require all participants to be present and engaged.

We are aware that unforeseen/unexpected circumstances will arise causing a provider to cancel a session with little or no advance notice. Last minute illnesses, a family crisis, or a vehicle accident are all examples of unforeseen circumstances that may lead to a last-minute cancellation.

If an unforeseen circumstance arises and the provider needs to cancel, they will immediately contact the client's family via email, phone, or text and inform the family of the need to cancel. WCBI also requires the family to contact the provider directly if they need to cancel a session at the last minute.

Cancellation of sessions will also be necessary for vacations, doctor appt., or ongoing illness. Please try to schedule appointments around your agreed upon ABA schedule to avoid canceling sessions. If a cancellation needs to be made for a predictable and/or scheduled reason WCBI requires a minimum of one-week notice. There is a link to the cancellation form on our website (www.wholechildbehavioral.com). This form must be filled out and submitted to derbywright@wholechildbehavioral.com (the website will automatically submit this form for you), at least one week prior to the cancellation. The provider also agrees to inform the family, at least one week prior, if a predictable cancellation is needed.

In addition, if an employee will be taking a vacation that will result in missing more than 3 sessions, they must request this time off using the cancellation form on the website at least 2 weeks prior to the requested vacation. If you are a salary employee you are required to check the google time off sheet to see if you have the time available to take off. Use the information on the google sheet to answer questions on the form about PTO. The company website is www.wholechildbehavioral.com. Go under cancellations and select the employee cancellation form. Follow the instructions. You are required to give families a minimum of two weeks' notice for any vacation that will result in missing 3 or more consecutive sessions.

This cancellation policy is an effort to ensure consistent and predictable services are provided. Cancellations by either party are disruptive to a child's program and should be kept to a minimum when possible. Advance notice allows the family to make the necessary adjustments to ensure a safe environment.