



ATTENDANCE ACKNOWLEDGEMENT PAGE ~ CONSUMER

To be signed at annual meeting every year by all consumers, except those with severe Restricted Health Conditions at GARDEN.

1. **Consumer Name:** _____

2. **Program/Work Site:**

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> VTE - Sacramento | <input type="checkbox"/> ALIVE - Antioch | <input type="checkbox"/> Futures Day Program | <input type="checkbox"/> GARDEN - Antioch |
| <input type="checkbox"/> VTE - Segundo | <input type="checkbox"/> ALIVE - CCTP | <input type="checkbox"/> Supported Employment | <input type="checkbox"/> GARDEN - Livermore |
| <input type="checkbox"/> VTE - Tercero | <input type="checkbox"/> ALIVE - Concord | <input type="checkbox"/> Nifty Thrift | <input type="checkbox"/> GARDEN - Brentwood |
| <input type="checkbox"/> Other _____ | | | |

3. **Consumer Handbook:**

- I do have a Consumer Handbook in my possession.
- I do not have a Consumer Handbook in my possession and need a new one.
- I prefer to review the Consumer Handbook online at www.futures-explored.org / Consumer Pages.

4. **Attendance Policy Review (Consumer Handbook, p. 12):**

- **ATTENDANCE:** Consumers are expected to take responsibility for their lives and attendance is key to their being able to move forward and access the community on a regular basis. Good attendance is one of the key factors in achieving a job in the community.
- **ABSENCES:** A consumer or their representative is responsible for letting the program know when they are going to be out. If the absence is due to an illness, please call the program office before 9:00 am.
 - Futures Explored Day Program Consumers: An attendance message may be left at 925-284-3240 x318, or an email can be sent to carolcampbell@futures-explored.org. If an absence is due to a planned vacation, please inform staff when and why you will be gone.
 - Supported Employment Consumers: If you are absent from your supported employment job you must call both your employer and the job coach and let them know you are ill and missing work.
- **VACATION & SICK LEAVE:** Consumers in the day program are given 12 days of leave time each year. Consumers in Supported Employment follow the Holiday and Vacation/Sick Leave plans of their employer, and may not have a job coach available if they are scheduled to work on a holiday that is observed by Futures.
- **HOLIDAYS:** Futures Explored observes most major holidays and issues a Holiday Schedule to all consumers in January of each year. When Futures is closed, please know that you may not have a job coach on that day if you are scheduled to work at your supported employment job site.

Between the Futures Explored holiday schedule and an additional 12 days leave time, each day program consumer accumulates approximately 25 days off per year.
- **ABUSE OF ATTENDANCE POLICY:** A consumer who abuses the policy by taking excessive days off in addition to the stated policy, barring extended illness, medical leave, or other extraordinary circumstances, is at risk of being exited from Futures Explored. A consumer will first receive a counseling statement and warning, secondly be put on probation, and lastly demitted.

At my pre-annual or IPP meeting, a staff member has gone over with me the policies and procedures regarding attendance. I understand my rights and responsibilities while attending a Futures Explored Program: Agree Disagree

Consumer Signature

Date

Support Staff/Family Member Signature

Date

Case Manager Signature

Date