



Vocational Attendance Policy

Target Community & Educational Services, Inc. (Target) recognizes that regular attendance and arriving to your vocational program and work sites on time are vital to vocational success. In order to take full advantage of the educational and vocational opportunities offered by Target and employers within the community, it is essential that individuals in our Vocational Programs arrive on time and maintain good attendance both at the center and at their employment or volunteer sites.

Target's current policy requires that vocational clients not miss more than 10 weekdays per fiscal year. We also encourage families to plan vacation time around the allotted days. We certainly understand that unforeseen situations can occur and families are going to take well-deserved vacations. Holiday time, inclement weather days, or excused absences with a doctor's note do not count towards the 10 day requirement. Individuals within the vocational programs are required to either attend their day program and/or volunteer or employment sites to remain in compliance with guidelines. Please be aware that if attendance becomes a chronic issue, individual status within Target's vocational programs will fall under review. Furthermore, job development will not be performed on days that clients are absent.

Target models its vocational programs to reflect an employer's attendance expectations. Maintaining good attendance at Target helps individuals to develop and sustain valuable work skills that transfer over to the job site. We also base our annual budget, staffing, lesson planning and transportation services on predetermined attendance days. We do not receive funding when clients do not attend. Target's staff desire to work with all of vocational clients to assist them in maintaining the best attendance possible. Helping individuals to achieve their vocational goals and become successful in their employment endeavors are high priorities at Target.

Return to Work Note Due to Illness or Injury:

Please keep in contact with the Target vocational manager at the onset of medical concerns so that a plan of action is addressed in a timely manner.

When the individual returns to work after an illness or injury, the nursing department is notified by the manager and the nurse determines if a "return to work" note is required from the Health Care Professional (HCP). It is beneficial for Target to receive copies of any paperwork completed during the medical visit with the HCP.

If the note from the HCP is not available, but necessary per nursing request, the individual will remain home until all requirements are met.