

RESOURCE FAMILIES RESPITE/VACATION POLICY

RESPITE

All Resource Families are allowed 2 days (48 hours) per month of respite. Respite does not transfer to the next month if not taken by the Resource Family. All Resource Families are encouraged to take monthly respite days with **prior notification made to the case manager**. MACF is required to know where enrolled children are at all times.

VACATION

All Resource Family's accrue a vacation for every month a child is placed in their home (only one day per month is earned). The child must be in the home at least 15 days during that month to accrue one day of vacation for that month. These respite days can accrue on an annual basis to be used by March 31st of the following year (up to a maximum accrual of 15 days which includes January-March of the following year), or can be used on a monthly basis. **Prior approval by the case manager is also required when taking vacation.**

DENIAL OF RESPITE OR VACATION DAYS

If the resource Family goes over their allotted days of respite and prior approval has not been given, the unapproved respite days will be deducted from the accrued vacation days. In the event additional respite is used and not approved by the case manager, the respite paid to the provider for the unapproved days will be deducted from the Resource Family's next maintenance payment.