

## KELOWNA AND DISTRICT SOCIETY FOR COMMUNITY LIVING

### **POLICY: SERVICE RECIPIENT VACATIONS/TRAVEL CLUB AND OUT OF TOWN ASSIGNMENTS**

**Applies to:** All Personnel and Service Recipients

### **PREAMBLE**

KDSCL provides staffing support to service recipients to take vacations. During the vacation period staff is working for the person and the society.

### **POLICY**

Employee participation on service recipient vacation/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.

Under the direction of the activity supervisor, KDSCL will develop a 1 year Travel Club schedule. Travel Club participation is open to all adults with developmental disabilities, with priority given to individuals that receive service from KDSCL. Individuals who are supported by other organizations or require more assistance than KDSCL can provide, will be required to provide the necessary support to ensure the safety of all.

Vacation destinations will be determined based on affordability and asking individuals where they want to go. KDSCL will alter travel destinations each year to ensure that individuals with limited incomes and those who can afford more expensive destinations can participate.

Staff will apply to go on a trip once the list of trips has been published. Staff participation will be determined by a committee made up of one management personnel, one supervisor, two support staff (who participated in the last trip) and one service recipient going on the trip. Staff/service recipient ratio will be determined based on the needs of the participants, the destination and length of the trip.

#### Effective/Revision Date

September 23, 2002  
April 28, 2003  
March 5, 2007  
May 11, 2009

#### Board Approval

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