

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Behavioral Health-Halfway House

Policy Number: HHS-BH-HWH 4408

Policy Title: Client Requests for Leave of Absence

Attachments:

Revision History:

Revised by/Date: Mark Watters, 12/11/2015

Approved by:

Crystal Weckert, Behavioral Health Director




Date:

3/31/17

Approved by:

Jeff Larson, Executive Director of HHS



Date:

4/5/17

POLICY STATEMENT: Clients of the Mille Lacs Band Halfway House (HWH) may be granted a Leave of Absence (LOA) from the program in limited situations. A LOA will be given to a client in the following circumstances:

1. There is a death in the immediate family (grandparents, parents, siblings, children, grandchildren, spouse or significant other).
2. Serious illness or injury of an immediate family member and requires the client to be present.
3. Court order or subpoena requiring the testimony of the client, HWH Manager will attempt to postpone the proceedings until after the client is discharged.
4. All other requests must be approved by the HWH Manager after consultation with referent.

PURPOSE: The purpose of this policy is to provide HWH staff criteria to follow when a client requests a Leave Of Absence from the HWH program.

RESPONSIBILITY: When the HWH Manager receives a request for Leave of Absence, he/she will verify the reason for the request and if the request is legitimate. The HWH Manager will inform referent and any other agencies involved in the client's welfare.

PROCEDURE: When the HWH Manager receives a request for LOA he/she must investigate the nature of the request and inform the referent of the request. A LOA for emergency purposes can only be granted by the HWH Manager after consultation with the Counselor and referent. A LOA should not be granted unless a verified emergency does exist which requires the clients presence. However, each request will be dealt with on a case by case basis.

Internal and/or External References	
Compliance - Posting Date	4/10/2017 (HH)
Replaces - Policy Number	
Next Review - Due Date	4/5/2020