

PATHWAYS ABILITIES SOCIETY

POLICY: VACATIONS/TRAVEL/CAMP AND OUT OF TOWN ASSIGNMENTS

Applies to: All Personnel and Persons Receiving Service

Original Approval Date: September 23, 2002

Date Board Approved: October 23, 2023

Replaces Policy Dated: May 13, 2019

Board Member's Signature

POLICY

Pathways Abilities Society provides staffing support to people with diverse-abilities to take vacations and/or to participate in Travel Club/Camp and/or Out of Town Travel. During these periods, staff are working for the people with diverse-abilities and the Society.

Employee participation is based on Pathways Individuals' Vacations/Travel Club/ Camp and Out of Town Assignments Policy and Procedure. Participating employees agreeing to work will complete a compensation form as per the policy and procedure.

The Employer or travel participant shall pay all reasonable expenses incurred by staff (will not include alcohol, cigarettes or items of a personal nature) while on individuals' vacations/travel club/camp and out of town assignments e.g. transportation, meals, mileage where applicable and accommodation. The total cost is divided by the number of participants. Included in the predetermined travel amount is trip cancellation insurance, travel health insurance, accommodations, transportation and meals.

Under the direction of the finance manager, Pathways develops a one-year Travel Club plan/schedule. Travel Club participation is open to all adults with diverse-abilities, with priority given to individuals that receive service from Pathways Abilities Society.

Individuals who are supported by other organizations or require more assistance than Pathways can provide are required to provide the necessary support to ensure the safety of all. Persons participating must be able to get travel health insurance and have the required identification documentations to travel.

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

Any person prepaying or paying for travel trips including camp can only pay by e-transfer, cheque or money order. Cash will not be accepted.

Staff applies to go on a trip. Staff participation is determined by a selection team made up of the finance manager and the assigned travel support staff. Staff/individual ratio is determined based on the needs of the participants, the destination and length of the trip.

Laws governing the destination country are adhered to. Individuals will be supported to partake in activities of their choosing. Overindulgence which prohibits a person from functioning at a reasonable capacity is not permitted. Alcohol purchased may be limited.