

Title: Extended Absence of Youth  
Issued By: Rights of Passage  
Applies To: Program Services

I. POLICY

Youth at the Rights of Passage (ROP) program may be approved for an extended absence provided it will not have a negative impact on their case plan.

II. OVERVIEW

There are occasions when it is necessary for youth to leave the residential program for a temporary period. Some of these reasons include, but are not limited to the need to attend treatment or recovery program, family reunion, family emergencies, and or comply with short-term employment requirements.

III. PURPOSE

To enable youth to remain in compliance with the requirements outlined in their case plan and be on track to succeed in the ROP program.

IV. PROCEDURE

Unless specified otherwise, the Key Youth Worker (KYW) is responsible for the following tasks –

- A. Discuss with youth the purpose and need for an extended absence;
- B. Inform the youth's assigned Case Manager (CM) about the request for the extended absence, and include all relevant documentation to verify the request;
- C. Review the request with the assigned CM, then present recommended decision to the Program Manager;
- D. Document the decision and the rationale in the youth's file, and
- E. Discuss the decision with the youth.