

**SUPPORT WORKER NEWSLETTER
MAY 2011**

With the recent chilly blast it is a realisation that winter is once again here, this usually means that steps and paths are slippery so please take care and remind Clients to also take care when getting out and about.

Timesheets

It is somewhat alarming the amount of reports of 'lost timesheets' we receive. You are charged with the responsibility of keeping this private and confidential information safe at all times. If you have old client information that is no longer of use to you please return to us for shredding . If you are asked to provide extra duties throughout the pay period, you do not need to request a new timesheet. You are expected to write the extra entries on your timesheet as verification of what you did, this is already entered into our electronic system. Make sure your timesheets are signed, for those of you we chased this week, please endeavor to get them in on time. Late timesheets hold up the payroll process. Reminder that all timesheets are required to be handed in by 12.00 noon on the Monday following the end of the pay period. We have a number of alternative methods available:-

- after hours box at the rear of the building
- fax 07 307 0229
- e-mail: homecare@drct.co.nz
- pre-paid envelopes Ask for some to be posted to you

If a Client wants to change your schedule, you must advise your Co-ordinator, even if it is a one off event as it is essential that your timesheet reflects the days and hours of work you actually did provide.

Sick Leave

If you are sick, please call a Co-ordinator or the after hours Co-ordinator as soon as possible so that care can be covered. All requests for sick leave must be notified and a Co-ordinator will advise you of sick leave entitlement available, you are required to complete an application form, and indicate on your timesheet that you were sick. All leave that exceeds three days must be supported by a Doctor's certificate. If you intend to return to work before the stated date then once again approval must be given in writing by a Doctor – please do not just drop certificates and notes at the front desk, ask to speak to a Co-ordinator.

Weekend Work

Weekend work is available for those who are interested in doing personal cares and meal preparation, please call your Co-ordinator.

Induction

For all new Support Workers and those Support Workers who have not previously attended an “Induction”, please note there has been a change of date from Friday June 03rd to Thursday June 02nd. This is where we will discuss things such as Service Delivery Manuals in which you should receive or may already have, understanding your role and responsibilities as a Support Worker, reporting, accidents and incidents, training and many other things that are important for you to know in your role.

Keep up the good work that you do 😊

If you want the rainbow you have to put up with a little rain – Dolly Parton

Jan, Jullia, Sue and Maria

HOME CARE SERVICES TEAM