



ADMINISTRATION MANUAL

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| SUBJECT: | Absence from Unit | POLICY/PROCEDURE #: C-33 |
| SECTION: | C- Administration | |
| IMPLEMENTATION DATE: | June 2012 | APPROVED BY: Board of Directors |
| REVISION DATE(S): | | SIGNATURE: |
| REASON FOR CHANGE: | Implementation of Housing Services Act (effective January 1, 2012) | <i>Original Signed by Lora Beckwith, General Manager</i> |
| RELEVANT LEGISLATION: | Housing Services Act, 2011, O. Reg 367/11, section 37 | |

PURPOSE

To inform all Niagara Regional Housing (NRH) staff and housing providers of the mandatory requirements, local rules and requirements related to the new Housing Services Act (HSA) and associated regulations related to absences from units.

BACKGROUND

The HSA gives Service Managers the option to develop a local rule related to the maximum number of days households are allowed to be absent from their unit. If a local rule is established, the HSA stipulates that the maximum consecutive days that tenants may be absent from their unit per year must be at least 60 days, and the maximum non-consecutive days per year must be at least 90 days.

POLICY

NRH’s local rule allows households to be absent from their unit for a maximum of:

- 60 consecutive days per year; and,
- 90 non-consecutive days per year.

The policy will allow for extenuating circumstances such as:

- Medical reasons – surgery;
- Compassionate – immediate family member is ill and household needs to provide care at their home.

SUPPORTING FORMS- n/a