

Schedule Adjustment Policy for Staff Pursuing Graduate Degrees

Effective Date: December 2025

Applies To: All Clinical and Direct ABA Staff

Responsible Department: Human Resources / Clinical Administration

1. Purpose

The purpose of this policy is to provide guidance for staff members who are enrolled in a master's-level program and require schedule adjustments to complete their graduate internship or practicum. The company recognizes the importance of supporting staff in their professional development while ensuring continued quality of care for clients and maintaining operational stability.

2. Policy Statement

Staff members pursuing graduate-level education in Applied Behavior Analysis, Social Work, Psychology, Education, or related fields may apply for temporary adjustments to their ABA session schedules to accommodate academic internship or practicum requirements.

Schedule adjustments are granted on a **limited and conditional basis**, dependent on staff eligibility, operational needs, and client coverage requirements.

3. Eligibility Criteria

To qualify for an internship schedule adjustment, the following criteria must be met:

1. Employment Tenure:

- The staff member must have been employed with the company for a minimum of **one (1) year** at the time of application.

2. Compliance Score:

- The staff member must maintain a **compliance score of 85% or higher** over the most recent six (6) months of employment.

3. Academic Enrollment:

- The staff member must be actively enrolled in a **master's-level graduate program** that requires internship or practicum experience.

4. **Performance Standing:**

- The staff member must be in good standing, with no active performance improvement plans or disciplinary actions.

4. **Program Limitations**

- A maximum of **two (2) staff members per academic semester** may be approved for schedule adjustments under this policy.
- Approval will be granted on a **first-come, first-served** basis once all required documentation is received.
- Each approved staff member may participate in the program for a **maximum of two (2) academic semesters**.
- Adjustments must not negatively impact client services, staffing ratios, or company operations.

5. **Application Procedure**

1. **Submission Timeline:**

- Staff must submit the **Internship Schedule Adjustment Application Form** at least **six (6) weeks prior** to the start of the academic semester.

2. **Required Documentation:**

The application must include:

- Verification of enrollment in an eligible graduate program.
- Internship or practicum requirements (including schedule and required hours).
- Proposed ABA work schedule adjustments.

3. **Review Process:**

- The Clinical Director, Program Director, and Human Resources will review all applications.

- Decisions will be based on eligibility, client coverage needs, and staff performance.

4. Notification:

- Staff will receive written notification of **approval, modification, or denial** within two (2) weeks of submission.

6. Conditions of Approval

- Approved staff must maintain **ongoing compliance and performance standards** during the adjusted schedule period.
- Failure to maintain at least **85% compliance** or meet professional expectations may result in **revocation of the adjusted schedule**.
- At the end of the approved period, the staff member is expected to **return to their standard ABA schedule**.
- Extensions beyond two semesters will not be approved.

7. Company Rights and Discretion

The company reserves the right to:

- Deny or modify requests based on staffing needs and client service requirements.
- Revoke an approved schedule adjustment if operational demands change.
- Update this policy at any time, with or without notice, to align with company priorities or regulatory changes.

8. Acknowledgment

I, _____, have read and understand the Internship Adjustment Policy for Staff Pursuing Graduate Degrees. I acknowledge that approval of schedule adjustments under this policy is not guaranteed and that all conditions and eligibility criteria must be met.