

**Office of Victim Services
Victim Assistance Programs
Fiscal Year July 1, 2015 to June 30, 2016**

Break In Service Report

Agency name: _____

Program name: _____

Person completing the Report: _____

Staff person: _____

Job title: _____

Beginning date of break: _____ Expected end of break: _____

Date vacant position was filled: _____

Reason for break in service (extended vacation, illness, medical leave, resignation, etc.): _____

Please explain coverage for this position, including name(s) of staff that will be providing coverage during the break:

Please indicate how the break in service vacancy is funded:

Other OVS funded project staff fill in and work overtime or receive additional compensation, costs will be charged to the grant.
(Note: This applies only when the break in service is for a vacancy due to resignation or unpaid leave.)

Other OVS funded project staff fill in and provide coverage under existing work hours. No additional costs are incurred.

Other non-OVS funded project staff fill in, costs will be charged to other agency funds.

Other non-OVS funded project staff fill in, costs will be charged to the grant.
(Note: This applies only when the break in service is for a vacancy due to resignation or unpaid leave.)

Volunteers fill in and are not compensated.

To insure continuity of services, in the event that a project employee is unable to provide these services, or is otherwise unavailable for more than ten (10) consecutive business days, the contractor must: 1. Notify OVS of the expected duration of the absence as soon as the contractor knows that a break-in-service will occur and include an action plan for the continuation of services at contract levels using forms provided by OVS; 2. During the time of the employee's absence, the contractor must provide services as outlined in the contract; 3. In the event of a vacancy, the contractor will make a good faith effort to provide a substitute to ensure the continuation of services until the position is staffed again; and 4. Provide continuing information to OVS regarding any such break in service and the contractor's efforts to limit the duration of the break in service.

Executive/Program Director

Date

Due Date: A break in service form is due to OVS within ten business days of the beginning of the break in service.