

PROVIDER*

DISASSOCIATION

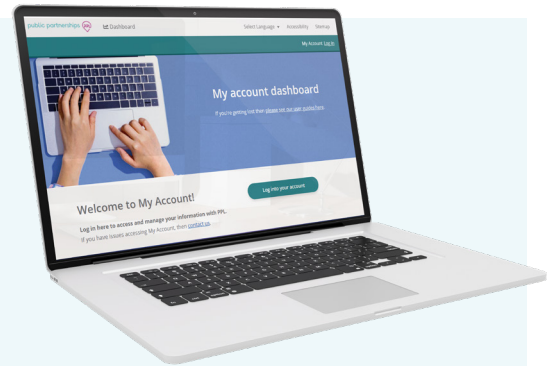
What should you do if you're resigning or are dismissed?

**Also known as care/support worker, attendant, personal assistant, among other names.*

What to expect when Disassociating from your relationship with your Participant.

There are many reasons why someone may want to part ways, such as moving locations, the employee has decided to pursue education or another job, or the relationship simply isn't working out. "Disassociate" is what we call separating this relationship from your participant.

Here is some information you need once your relationship has been suspended and you stop working for that individual.



DISASSOCIATION

This feature allows a Participant, to disassociate the employment relationship between a Participant and a Provider.

This is used when you or your participant no longer wish to work together.

You **must** submit any outstanding shifts within 30 days from your disassociation date to be paid for them.

RESTORATION

This feature allows the participant to restore a disassociated provider to their employment, if still within a timeframe set by your program, usually 6 months. **No new Provider paperwork will be required!**

This is used when you or your participant want to work together again for a simple new start.

Your participant just needs to approve your original paperwork again.

RE-HIRE

This feature allows a provider to be re-hired after the restoration period has passed, usually 6 months but can vary by program.

This is used when you or your participant want to work together again, but it's been some time since you worked together.

You will need to review your original paperwork, update with any corrections, sign and submit the documents. These will need to be reviewed and approved by both the Participant and PPL.