

Licking County Board of Developmental Disabilities

**Administrative Policy Manual**

**Policy: Board-Adopted Calendar**

**Board Approved: 8/85**

**Revised: 12/89, 9/02, 10/04, 12/06,  
6/10, 9/14**

**Reviewed: 4/18**

**Section: 1.2**

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**POLICY**

It is the policy of the Licking County Board of Developmental Disabilities, hereinafter referred to as the Board, to adopt an annual calendar for its operations. The calendar will include legal and administrative holidays to be observed by the Board. It may include as many as three days annually for staff development.

The Board calendar will reflect the statutorily required **minimum** days of operation for services to children from birth through two years of age. These services are required to be in operation year round a minimum of 240 days each calendar year.

When financially feasible the Board may exceed any minimum requirement established by Ohio Administrative Code for services delivered by the Board.

The Board Business Continuity Plan will be implemented in the event of a natural disaster, weather catastrophe or other event that prevents the Board from operating consistent with the adopted calendar.

The Board calendar will be adopted no later than November 30 of each calendar year. It will be posted on the Board's website and shared with providers, people served and their families, and other audiences as necessary.