**PURPOSE**

To facilitate smooth and uninterrupted daily operations of Ohio Living Home Health and Hospice during time off of administrative personnel.

**POLICY**

Ohio Living Home Health and Hospice will have an Executive Director/Administrator or designee available at all times.

**PROCEDURE**

1. In the event that the Executive Director/Administrator is unable to perform his/her duties due to an unscheduled absence, Ohio Living Home Health and Hospice will appoint someone to assume the duties and responsibilities for that operational site.
2. These individuals will have been identified as qualified to act on behalf of the Executive Director/Administrator in his/her absence.