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|  PERSONAL PROPERTY DAMAGE | NO. 440 |
| POLICY:An employee of Winning Wheels shall be eligible for reimbursement for personal property damage caused by patients.PROCEDURE:In order to receive reimbursement for damaged personal property, an employee should follow these guidelines:* The facility will reimburse employees for damaged items that are considered reasonable work attire.
* The facility shall reimburse for personal property damage caused by patients.
* An Incident Report and the damaged article should be sent to their Supervisor who in turn will forward said report to the Administrator.
* The amount of reimbursement will be based on the age and condition of the damaged article and the facility's determination of a reasonable replacement cost.
* A reimbursement check will be issued upon authorization from Administration.
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| Approved: | Effective Date: 3/86 | Revision Date:3/17  | Change No.: | Page: 1 of 1 |