

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 248</b>
<b>Closing of Agency</b>	<b>Page 1 of 1</b>
	<b>Effective: April 28, 1983</b>
APPROVED BY: Board of Directors	<b>Revised: September 22, 2016</b>

**Policy Statement**

The CEO or his/her designee in consultation with the President of the Board of Directors of HACAP has the authority to temporarily close the agency for good cause.

**Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.