

4. Household Staff

Household employees' information so that they can continue to be paid or notified of termination or suspension during your incapacitation.

of termination or suspension during your inca	pacitation. Today's Date:
Have a property agent Name a	nd Telephone:
Employee Name (1):	
Employee Address:	
Phone:	
Length of Employment:	Contract? Location:
Type of Work/Duties:	
If a noncontract employee, specify sched	uled worktimes, hours, and scheduled workdays:
Wage Information (check all that apply for	or THIS employee and supply specifics where requested) Monthly Amount per pay period:
How are employee's wages paid? Cash Bank Manager	Do you use pay receipts?
What benefits do you provide?	
Employee has your house key(s) For	r which doors?
Employee Name (2):	
Employee Address:	
Phone:	
Length of Employment:	Contract? Location:
Type of Work/Duties:	
If a noncontract employee, specify sched	uled worktimes, hours, and scheduled workdays:
Wage Information (check all that apply for Hourly Daily Weekly	or THIS employee and supply specifics where requested) O Monthly Amount per pay period:
How are employee's wages paid? Cash Bank Manager	Do you use pay receipts?
What benefits do you provide?	
Employee has your house key(s) For	r which doors?

4. Household Staff (continued)

Household employees' information so that they can continue to be paid or notified f + /

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Personal Emergency Information

Name and Telephone:			
Contract? Locati	on:		
y scheduled worktimes, hours,	and scheduled workdays:		
		d)	
r 🔿 Yes 🔿 No	O Bank Check		
(s) For which doors?			
Contract? Locati	on:		
y scheduled worktimes, hours,	and scheduled workdays:		
		ed)	
	\sim		
	fy scheduled worktimes, hours, a apply for THIS employee and su Weekly Monthly Do you use pay receip er Yes No (s) For which doors? (c) For which doors? Contract? Location fy scheduled worktimes, hours, a apply for THIS employee and su Weekly Monthly Do you use pay receip	Weekly Monthly Amount per pay period: Do you use pay receipts? er Yes No Bank Check (s) For which doors? (s) For which doors? (s) (s) For which doors?	fy scheduled worktimes, hours, and scheduled workdays: apply for THIS employee and supply specifics where requested) Weekly Monthly Amount per pay period: Do you use pay receipts? er Yes No Bank Check (s) For which doors?

Employee has your house key(s) For which doors?