

Interim Vacancy Plan

VACATED POSITION—

Please complete this portion of the form as soon as a staff vacancy becomes apparent.

Position Title:

Former Employee Name:

Date Left:

Plan to Cover Responsibilities:

Describe the plan to cover the position's responsibilities during the interim period.

INCOMING EMPLOYEE DETAILS—

Please complete this portion of the form once a new employee has been hired. Additionally, ensure both sections of the form are completed and submitted together. See 'Form Submission' below for more instructions.

New Hire Name:

Title:

Email:

Start Date:

FORM SUBMISSION—

Please ensure that the completed Interim Vacancy Plan, updated Resume Form, Resume, background check results and Updated Directory Form, are compiled into one package and sent to DHSS_DPH_SBHC@delaware.gov, upon the hiring of a new employee.