

Away Overnight

If you will be away overnight, you are asked to **fill out a form** that is available at the Concierge Desk and on Icon.

You should also notify the Concierge when you **return**. You can do this by calling 2800.

If you are going to be gone on a day for which you are scheduled to have **Housekeeping** clean your place, you should notify Juan Villanueva, the Supervisor of Housekeeping for Independent Living, 847 492-2961, JVillanueva@presbyterianhomes.org. You can:

- Have security let the housekeeper into your unit to clean or
- Skip that week.

Mail

If you are away from WP for an extended time, please arrange to have someone pick up your mail, or place a stop-delivery notice or forward notice with the postal service.

Longer Absences:

If you are gone for **more than 15 days**, you will receive credit towards your Discretionary Dollars account. You do not have to do anything more than file the form but many residents find it worthwhile to touch base with [Tina Spingola](#).

- If you are away 15 or more **consecutive** midnights, you will be credited with one half of your discretionary dollar amount.
- If, when you leave, you have less than half your dollar amount remaining in your account, the credit may not be more than the remaining balance.
- If you are absent for 30 or more consecutive midnights, you will be credited with your total discretionary dollar amount but not more than the balance remaining in the account if any monies have already been spent during the cycle.
- The calculation is based on calendar days and does not depend on your discretionary dollar "month" or cycle.
- This away period calculation can only be extended in increments of 15 days.