

REAP

**Richmond Employee
Assistance Program**
1419 W. Main St.
Richmond, VA 23220
(804) 270-1550
FAX 273-0851



CITY OF RICHMOND

Department of Human Resources
900 E. Broad Street, Room 902
Richmond, VA 23219
(804) 646-5660
FAX 646-6856

Formal Referral Form

Date:

To: Richmond Employee Assistance Program

From:

Referring Supervisor

Department

Phone Number

Re:

Employee Name

The employee listed above is being formally referred to REAP for assistance with:

- Attendance
- Work Performance
- Personal Behavior
- Violation of Substance Abuse Policy
- Other (please specify):

Special Notes to Supervisors:

- Please call REAP at 276-1550 to alert them that you are formally referring your employee.
- Please attach any supporting documentation related to this referral.

Copies of this form should be forwarded to REAP, the Appointing Authority, Human Resources, and the employee