**Section 2725.245 Continuances**

All requests for continuances of hearings or pre-hearing conferences must be either in writing or on the record and must set forth the reasons for such request. The Director's Representative to whom the matter was assigned, or the supervisor if the Director's Representative is not available, shall grant a continuance for good cause shown, such as the unavailability of a witness or a party due to accident, illness or circumstances beyond the person's control. In that event, the hearing will be rescheduled to the earliest mutually agreeable time and date and the agency will inform all parties of the date and time of the rescheduled hearing.