

SERVICE LEARNING AT LOYOLA
PARTNERSHIP SUCCESS

Sample Absence and Notification Policy

When volunteers miss their agreed-upon shifts, it has the following negative effects:

1. There are fewer tutors for our children, which means they receive less individualized help with their homework. This puts their academic performance at risk.
2. The tutoring room becomes more chaotic and less safe for all of our children and staff.
3. It creates extra stress and work for staff and other volunteers.

Say why absences matter. What bad things happen when volunteers don't show up?

Specify acceptable methods of notification (phone call, voicemail, email, text, etc.) and the acceptable timeframe for notification

Because of this, if a volunteer is going to be absent for an agreed-upon shift, we expect the following:

1. The Tutor Coordinator must be notified by phone call or text message at least 2 hours prior to the absence, except in extreme or emergency circumstances.
2. If an absence can be foreseen in advance (for example, due to travel), the volunteer must alert the Tutoring Coordinator as soon as the conflict arises.
3. The Tutor Coordinator may ask for documentation to verify absences due to illness.
4. If the center is properly notified about an absence or advance permission is given, missed hours may be made up on another day. Make-up shifts must be approved in advance with the Tutor Coordinator.
5. Absences which fail to adhere to our policies may not be made up. No extra shifts or hours will be made available.

You may differentiate between the kinds of absences. Explain your policy for each kind.

If you wish, state the "burden of proof" the agency will expect to validate/verify the reasons for absences.

State your make-up policy, including any limitations on making extra hours/shifts available.

Violation of agency policy may result in the following:

- Verbal warning from the Tutor Coordinator
- Written warning sent to student, service learning office, and professor.
- Modification of performance evaluation to reflect poor adherence to center policies.
- Dismissal from our volunteer program and submission of a failing performance evaluation at the end of the semester.
- Eligibility of future service learning placement at risk

List the consequences for failure to adhere to your policy in detail. You may differentiate between first-time violators and repeat offenders.
