

FORMAL REQUEST TO MISS TRAINING AND OTHER DEPARTMENTAL INITIATIVES

Name:
Date Hired:
Specific dates & times requested off:

As stated in your contract, because August & January training are critical times to develop staff identity, set goals, prepare for opening and learn skills that will be vital to the success of our student staff and our residents' experiences, permission for time off is granted rarely and only under specific circumstances.

Additionally, there are certain departmental initiatives that require student staff presence, such as break closings, Welcome Week, and Senior Send-off. Requests to miss any departmental initiatives must be submitted in writing to your RD and resedstaff@tcnj.edu at least two weeks in advance. Late requests for non-emergency situations will be denied. Staff who neglect to participate in training without approval may face job action including probation or termination.

What is the reason for the time off? (Please be detailed with your request. Note whether it's academic in nature and whether you are receiving TCNJ course credit for it. If this is for course credit, explain how this impacts your academics.)

How will you pre-plan for, catch up on and make up for missed training obligations? Please note that asking other student staff members for the information you miss is not an acceptable response. If you are requesting to miss training, consult the draft Training Schedule on Canvas and describe how you will make up the specific sessions you will miss. If you are requesting to miss other responsibilities, consult your RD on how your absence may impact your team.

Submit via e-mail to your Residence Director as soon as you are aware you may have a training conflict.