

The Annual Fund Center

Attendance Policy

Once a student fundraiser completes his or her sixth shift and passes evaluation, he or she is considered to be off probation. Attendance is required and affects the success of the Annual Fund Center. Absenteeism will not be tolerated. All calling representatives must contact the Assistant Director and/or the student supervisors by NOON the day of any and all absences. Failure to contact will result in a “no call no show” and the student fundraiser will be terminated.

Unexcused Absences

Student fundraisers that are off probation will be allowed one unexcused absence per semester. This absence can be used for any reason and does not need a make-up. The student fundraiser must, however, inform the Annual Fund Center by NOON the day of the absence. Failure to contact will result in a “no call no show” and the student fundraiser will be terminated.

1st Unexcused – “Freebie” – don’t have to make-up

2nd Unexcused – No bonuses or raises – must make-up

3rd Unexcused – Grounds for termination

Excused Absences

All excused absences are at the discretion of the Assistant Director and must be made up during the same pay period or an unexcused absence will be recorded. If you need to be excused for an important event – such as an organizational meeting or family event – you must submit a request in writing to the Assistant Director at least three shifts in advance.