



Official Peace Through Play Volunteer Attendance Policy

Unexcused Absences

Three unexcused absences per semester:

1 Unexcused Absence = No action

2 Unexcused Absence = Email

3 Unexcused Absence = Email and conversation with coordinator

4+ Unexcused Absence = Email, conversation with one of the Directors, placement on concern list

**3 Unexcused Latenesses = 1 Unexcused Absence*

Reasons that Absence is Unexcused:

- Homework
- Studying
- Group Projects
- Anniversaries
- Travel
- Other Activities on campus

Excused Absences

'Unlimited' excused absences per semester

More than 3 will result in an email to check on volunteer

More than 3 in addition to more than 1 unexcused absence will result in placement on concern list

Reasons that Absence is Excused:

- Sickness
- Interviews
- Co-op
- Professor-scheduled exam
- Family Emergency