



Email: cwsp@arrupemail.org

Memorandum of Understanding: Vacation Work

To: Arrupe Jesuit Student Worker
From: Corporate Work-Study Program Office
Date: April 15, 2026
Re: Summer Break 2026 May 20 2026-August 2 2026

Dear _____ (fill in your name),

Congratulations on being selected to work during your Summer Break! Such an opportunity speaks highly of your contributions to your work place and your supervisor's trust in your abilities. Your ability to work during the break indicates your commitment to your academic success, as well. Please be mindful that being offered the privilege to work during your vacation demands a high level of responsibility and integrity on your part.

- You must have grades of **C-** or better in EVERY class to participate in vacation work. All forms are due May 11 to Ms. Rodriguez.
- You must provide your own transportation to and from work.
- If you will be late or absent from your scheduled work day, *it is your responsibility to notify your supervisor*. You are not required to check in or out with the CWSP office, but please stay in touch with your supervisor!
- Your work day, **including start/end times**, lunches, and breaks, must meet expectations as arranged by your supervisor.
- Although you are working during a vacation period, you are expected to conduct yourself professionally and responsibly throughout the work period; *your performance during vacation can impact your overall evaluation and reputation for the CWSP program*.
- You will earn \$150 for each full day of work during the vacation work period. ***It is your responsibility to complete the attached timesheet with your supervisor. You will submit your timesheet every 2 weeks, via email, according to the dates on the schedule. Late timesheets will not be paid until the following pay period.***
- Due to the ongoing building construction and closures, paychecks will need to be mailed home. Please allow 2-4 business days (from the scheduled pay date) for delivery time and make sure you provide the appropriate address to send the paycheck to.
- The Corporate Work-Study staff will be available during summer break. If you have a question or concern during this time, please call (303) 710-7040 or email CWSP at CWSP@arrupemail.org and member of the CWSP staff will assist you.

****By signing this form, you agree to abide by the rules and regulations of the Arrupe Jesuit High School Corporate Work Study Program. You agree that you understand that conditions listed above, including the submission of timesheets and distribution of paychecks.****

Student signature