



Email: cwsp@arrupemail.org

Memorandum of Understanding: Vacation Work

To: Arrupe Jesuit Student Worker
From: Corporate Work-Study Program Office
Date: November 10, 2023
Re: Christmas Vacation Work 2023

Dear _____ (fill in your name),

Congratulations on being selected to work during your Christmas vacation! 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 December 8 and CWSP will verify grades that week to make a final eligibility determination.
- 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 turn it in when we return to school on January 5th.** You may also email the timesheet to CWSP, cwsp@arrupemail.org. **Paychecks will be distributed at school only once ALL confirmation forms are received.**
- For students who have had work absences this semester, the vacation period is the last opportunity to complete make up days. Students will not be paid for any work days that should be applied to make-up days.
- Arrupe Jesuit High School and the Corporate Work-Study office will be closed during the break. If you have an urgent concern during this time, please call **(303) 710-7040** and a CWSP staff member 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