

### ***Taking Time Off When Necessary***

In order to provide our students with an excellent tutoring experience and to make sure that centers are staffed appropriately so that both students and tutors work in a stress free atmosphere, we expect all MLC employees to use the following procedure when absent from a scheduled shift:

1. If you work in the neighborhood centers, you must **e-mail your supervisors** at least two days in advance (more is preferable) to let them know you will not be able to work.
2. Go to <http://mathdata.msu.edu/>.
3. Choose **MLC Staff** and log in using your MSU Net ID and your Math department password. Choose **Create/Manage Substitutions**, then **Add New**, and follow the directions.

Click here for an instructional video.

4. Even if you have found somebody to substitute for you, **the substitution MUST be recorded in the "Create/Manage Substitutions" application.**
5. If your absence is excusable (university sanctioned event, religious holiday, military obligation, medical emergency), you must provide documentation. This should be given to your supervisor/lead TA within 24 hours of your return.
6. If you are planning to miss work for a reason other than a university excused absence and your shift has not been covered, we expect that you will still fulfill your obligations and show up for work. Otherwise, we count this as an **"Unfilled sub-request strike"** against you (i.e. you do not have a university excused absence and did not show up to work, even if you submitted a sub-request). Hiring decisions for the following semester are based on tutor performance, which includes reliability in coming for your assigned shifts. After 3 "Unfilled sub-request strikes" have been accrued, your continued employment with the MLC may be reconsidered.

Note: It is perfectly fine if you have submitted a substitution request, informed your supervisor of your absence (if your shift is in a neighborhood center), AND your shift has been covered. In this case, whether you have official documentation or not, this does not count as a "strike" against you.

7. Instances where you fail to submit a sub-request and miss your shift are considered **"no shows"**. After two instances of "no show", your continued employment with the MLC may be reconsidered. In cases of emergency, a "no show" may be excused - see part 8 below.

#### ***8. In Case of Emergencies***

a. Sometimes illness or family emergencies occur, and there is no time to follow the above protocol. We do understand. However, you should make an attempt to let your supervisor know as soon as possible so that they can plan accordingly.

b. Please do not come to work sick. We do care about your well-being and the well-being of our students. In cases of short term sickness (e.g. the stomach flu), when it might not be possible to get a doctor's note, please call to inform your supervisors as soon as you can, and stop by to talk to Jane Zimmerman or Tsveta Sendova once you have recovered.

Consider the following scenarios.

**Scenario I.** Adam has an exam on Tuesday, that he really needs to study for. He has a shift in McDonel on Monday evenings. He would like to stay at home the night before the exam to study, so he submits a sub-request. He is very responsible, so he submits it 2 weeks in advance and e-mails Josh (one of his supes) to let him know.

- A. Before his shift Adam checks on the status of his sub-request and realizes it has not been filled, so he goes to work that night.
- B. Before his shift Adam checks on the status of his sub-request and sees it has been filled, so he stays at home to study.
- C. Adam stays at home to study that Monday evening, even though his sub-request has not been filled.

Discussion: In cases A. and B. Adam has fulfilled his obligations. In case C., since this is not an excused absence, this will count as “*Unfilled sub-request strike*” against Adam.

**Scenario II.** Briana is working in Wells Hall on Monday evenings. She has a Calculus III exam, scheduled for Monday, February 22. She knows this at the beginning of the semester, so she fills out a sub-request early on. Briana provides her Lead TA, Emily, with documentation that she is enrolled in MTH 234 and MTH 234 has a scheduled exam during Briana’s shift. Even though Briana’s shift was not covered, this does not count as “*Unfilled sub-request strike*” against her, as Briana’s absence is excusable – see part 5.