

LifeWorks Office

Bulletin: #132

Topic: Housing Approval Process for Winter Break Workers

To: Student Work Supervisors
From: Dr. Mike Burnes
Cc: Dr. Marc Hunsaker
Lindsay Norman
Date: October 29, 2021

1. This bulletin applies to supervisors who are planning to have students work during the Winter Break **and** who need to be housed by Residence Life. You do not need to submit approval requests for student workers who don't need housing (e.g. commuters).
2. Our policies do not guarantee employment for students during the Winter Break; therefore, you should not hire a student to work over the break unless it's a critical need. Accordingly, Residence Life will not house student workers, including Gate/LifeWorks Scholars, who are not approved for work by the LifeWorks Office.

Winter Break Dates

Residence Halls close for non-approved students at 6:00pm, December 10th.

Block A: 6:00pm, December 10th through 5:00pm, December 22nd.

Residence Halls close at 5:00pm on Wednesday, December 22nd and remain closed until 8:00am on Sunday, January 2nd. Residence Life will house only animal unit workers during this period.

Block B: 8:00am, January 2nd through 8:00am, January 9th.

Residence Halls reopen for all students at 8:00am, Sunday, January 9th.

3. Residence Life has already e-mailed students to complete a housing request form. Supervisors do not need to sign or review the form; however, a student who submits a form requesting housing for work purposes should already have discussed the request with a supervisor. After receiving a form, Residence Life will then expect to see a matching request from a supervisor. Here's how supervisors will submit the matching request:
 - a. Complete an on-line form for each position. You will need to know the student's ID number and Berry e-mail address before opening the form. You do not need to fill in the dorm room number, but please do so if you can. The link for the form is:
<https://berry.presence.io/form/late-stay-approval>
 - b. LifeWorks will review requests and forward approvals to Residence Life.
 - c. Residence Life will notify students when housing is approved.

The deadline for submitting on-line forms is November 17th @ 5:00pm. Please contact Mike Burnes at mburnes@berry.edu if you have any questions about the process.