

LifeWorks Program Office

Bulletin: #124

Topic: Housing for Late Leave Student Workers

To: Student Work Supervisors

Date: March 22, 2021

This bulletin covers only Late Leave students, those you need to work after graduation through 5pm May 12th. This bulletin does not cover regular student workers needed to work after May 12th.

In the past, Residence Life was able to offer some students, other than graduates, the ability to stay beyond graduation day who were not working in the summer. The townhouses, which are traditionally used for summer housing, will be renovated this summer. Based on the need to prepare summer school housing and the need to vacate the townhouses quickly for renovations, Late Leave approval will be minimal. All supervisors are expected to use regular summer student workers during the Late Leave period. The Late Leave period begins after graduation on May 8th and ends at 5pm on Wednesday, May 12th.

Supervisors with a critical need for a student worker to remain in housing during this period can submit a request by submitting a Late Leave Request Form. Use this form if your requested student is working **only** during the May 8 to May 12 timeframe. Do not use this form for students working beyond May 12th. We will soon send out a separate bulletin describing the approval process for regular summer workers. **The submission deadline is 5pm, April 15.**

Before you submit a form, please read the following qualifications to ensure you are submitting a valid Late Leave request.

1. The request is for a critical need.
2. The student will not remain after 5pm on May 12.
3. The student must be enrolled in either summer or fall classes at Berry (this means most May 8th graduates are not allowed to remain as Late Leave workers).

You can link directly to the Late Leave Request Form by clicking on:

[Housing for Late Leave Student Workers Form](#)

We will also post the form on the Supervisor Resource page in the LifeWorks Resource Center (<https://www.berry.edu/ppd/lifeworks/supervisor-resource-center>).

Please direct any questions to the LifeWorks Program Office at x2244.