



This year, to enhance the LifeWorks Program's ability to quickly adapt to our ever-changing campus context, we have developed a series of options to support supervisors who need to temporarily replace student work hours lost due to short-term contingencies. For more information visit the LifeWorks Resource Center .

LIFEWORKS TEMPORARY WORK SOLUTIONS

*Please note: the temporary work options below are NOT meant to provide additional work hours above the amounts approved under the LifeWorks Rest plans your office submitted last spring. Rather, they are meant to provide temporary solutions (up to 2 weeks at a time) to help supervisors address critical work needs (within their approved # of hours) in case a student worker is unable to work for a short period of time.

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SOLUTION 1: OFFER REMOTE WORK OPTIONS TO STUDENT WORKERS

If a student is unable to come to the workplace, remote work may be the answer. You can consider this option if the absent student is willing/able to continue working and if their work responsibilities can be effectively accomplished remotely. If you have questions about providing remote work to your students, you can reach out to LifeWorks at (lifeworks@berry.edu) or (706) 236-2244 to request assistance identify potential remote work options, opportunities, and/or tools.

If the work hours can't be replaced remotely, we have two other options available for supervisors (read below).





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SOLUTION 2: REQUEST ADDITIONAL WORK HOURS FROM YOUR CURRENT STUDENT WORKERS

This option allows you to extend the work hours of your non-first year student workers, up to 4 hours per week (16 hours per week for non-Gate students and up to 20 hours per week for your Gate Scholars). To request an extension simply e-mail LifeWorks@berry.edu with all of the following information:

- Name of Student Being Temporarily Replaced
- Name(s) of Students(s) For Whom Additional Hours are Requested
- Number of Additional Hours Requested for the Student
- Start and End Date of Temporary Work Period

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SOLUTION 3: REQUEST A STUDENT FROM THE TEMPORARY WORKER POOL

If extending the hours of your current students is not an option or if it will only partially cover the lost workers hours, you can request another student from a temporary worker pool. To submit a request, [complete this form](#). You will need to provide the following information:

- Name of Student Being Temporarily Replaced
- Number of Hours Needed
- Day of the Week and Times Needing to be Replaced
- Types of Skills Needed
- Start & End Date of Temporary Work Period

The LifeWorks Office will provide you the contact information for the temporary replacement within 24 hours of your request.