

Interns: Attendance

Interns are permitted 7 sick days, 3 personal days, and 5 Comp days (See the next page for information specific to Comp days.) Personal days must be approved by the intern's Master Teacher and Teacher-in-Residence in advance. Being out of the classroom for job interviews does not count against an intern's personal or sick time.

It is mandatory that interns notify their Master Teacher and TiR of all absences. Teachers-in-Residence will provide interns with additional information if other individuals need to be notified as well.

Absences will be recorded by the TiR. Make up time for absences exceeding the permitted days will be scheduled individually with input from the Master Teacher, TiR, and Program Coordinator. It may be necessary for days to be made up at the end of the spring semester if an intern exceeds the allotted absences.

Personal days and Comp days may not be taken on Seminar days.