



### On-Hold Request

Student Experience recognizes there may be times when a student will need to take a temporary leave-of-absence due to class schedules, health, studying abroad, leaving for the summer, or attending school outside our area of service. **We are willing to accommodate a leave-of-absence for students who have shown their commitment to Student Experience by working with us for a period of six (6) months prior to going On-hold.** Special circumstances will be reviewed if the leave needs to be extended longer or employee has not met the required 6 months or employment. Circumstances and on-hold request must be approved by the Relations Manager. Employees are eligible to take up to **120 days off**.

I, \_\_\_\_\_, am voluntarily choosing to place my employment with Student Experience On-Hold on a temporary basis, for up to 120 days. During my time of leave, I understand that it will be my responsibility to maintain communication with my Relations Manager as to when I will be returning to a regular schedule. I have notified my client(s) that I am officially giving my notice to be On-Hold. My last scheduled shift will be on \_\_\_\_\_ (month, day and year).

I intend to return to work with Student Experience as of \_\_\_\_\_. If I choose to not return I must complete formal Resignation Paperwork at the Student Experience office or request that the paperwork be mailed/emailed to me. All paperwork must be mailed or turned in to the Student Experience office. If I decide to return to Student Experience after this has occurred, I understand that I will need to be re-hired and my pay rate will be determined again at that time.

**If I do not maintain communication by the proposed return date, this On-Hold Request will serve as my voluntary resignation notice. Initials: \_\_\_\_\_**

**If your contact information is changing please include new information here (email, phone, address):**

**Please Explain Reason for On-Hold Status:**

**Please rate your satisfaction with Student Experience:**

\_\_\_ Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor Please explain:

All timesheets will be turned into SE office by the date listed on my Billing Schedule (as it pertains to my last scheduled shift) \_\_\_\_\_ with Payroll Date of \_\_\_\_\_.

**\*\* Note: To stay in good standing with Student Experience, this form must be approved by the Relations Manager and a three-week notice period observed. If your last day is within 3 weeks of the end of a semester you must find replacement PCAs for your shifts until the last day of the semester according to your Schedule Agreement.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Experience Relations Manager Approval Signature

\_\_\_\_\_  
Date