

**Policies for the
Office of
Student Financial
Aid**

Subject

General Office Policies and Info (B-2)

Office of Student Financial Aid/Scholarships

August 2016

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OFFICE HOURS

Financial Aid/Scholarships is open for operation Monday – Thursday from 8:00 am to 4:30 pm and Friday 8:00 am to 12:00 pm during the same time that the university is open. Holidays and other closures will be posted in advance.

LUNCH SCHEDULES:

Lunch schedules will be followed by employees as requested and approved at the beginning of each fiscal year.

REQUESTS FOR LEAVE:

Each employee should request leave in advance unless an emergency arises. Leave should be requested by the employee and approved by the direct supervisor and the Director of Student Financial Aid (Budget Unit Head). All leave requests should be reported to the Associate Director so that the request can be noted. Requests for leave will not be approved for peak periods of the academic year except for emergencies. All employees will be allowed ample time to make arrangements for no leave periods. The below dates can be used as a guide to determine no leave timeframes:

Two weeks prior to the start of the Fall and Spring Semesters until the first round of refunds are issued to students
SAP processing at the end of each semester

Employees who do not adhere to the no leave status, except for those with emergencies, will receive written reprimand that will be included in their personnel file.

OVERTIME:

All overtime requests must be approved in advance by the Supervisor.