



Summer Staff Time Off Policy

Start and End Dates

- Agreed upon at time of hire
- Changes to the contracted dates must be requested in writing to Camp Administrator

Work Week

- Begins on Sunday and ends on Saturday
- Paychecks are bi-weekly and pay day is on Wednesdays

Days Off

- All employees get one day off a week
- Days off are scheduled between the employee and Department Head
- Any additional days off that are requested during a week is considered unpaid time off

Time Off Requests

- Time Off Requests (i.e. weekend off, week off) must be requested before June 1
- No more than one consecutive week (7 days) can be requested off between the agreed upon start and end dates
- Time Off will not be granted to stay at Camp as a guest
 - If family is staying as guests, provisions can be made throughout the week to provide more opportunity to be together
- All time off requests are subject to approval by the Camp Administrator

Arrival and Departure

- Arrival and Departure days are typically scheduled for Saturday so that space is available for incoming staff to move into their room or cabin
- Arrival Days
 - Work days begin the day after your arrival, unless otherwise noted in your arrival plans
 - Check In times will be scheduled with the Nurse and Camp Administrator for your arrival day
- Departure Days
 - Unless it is a scheduled day off, you are expected to work on your last day and leave after your daily responsibilities have been completed

CONTACT US

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