

ATLAS Intern Attendance Policy:

The purpose of this policy is to ensure that all interns truly get the most out of their time at ATLAS. Poor attendance negatively affects the team dynamic, the intern's ability to learn, and project progression. It is only fair that those who act as professionals and take this internship seriously are able to stay on and work with our team.

All interns are expected to work a minimum of 10 hours per week, excluding a .5 hour lunch if you choose to take one, each week during ATLAS business hours, Monday through Friday, 8am-6pm unless otherwise agreed upon by the intern and Assistant Director. Before your internship, the days and times that are agreed upon may not be changed unless approved in writing by the Assistant Director.

Description of Time Off	Approval Required
Any time off	>2 weeks notice
5 or more consecutive business days	>6 weeks notice
Any day surrounding a legal holiday	>6 weeks notice

If unforeseen circumstances cause delay or force you to have to leave early for the day, an email or text message must be sent to the Assistant Director. A response of written confirmation will suffice as approval for your request to leave early or come in late. Should you be running late, you must provide this written request **before** your scheduled start time and receive a written reply of confirmation. Should you have to leave early, you must provide this written request **before** you leave and should receive written approval **before** you leave. Arriving late or leaving early with or without approval is considered an attendance infraction.

If you cannot make it to ATLAS on one of your previously scheduled days, you must notify the Assistant Director at least **2 weeks prior**, otherwise this counts as an attendance infraction. Any hours missed for any reason must be made up within **2 weeks of the missed day**, otherwise this is considered an attendance infraction.

More than 3 attendance infractions within a one-month period will result in your internship being terminated. Should you consistently fail to appropriately notify the administrative team as outlined above and fail to arrive at your pre-approved start time or leave early from your pre-approved end time, immediate appropriate disciplinary action will be taken.

I fully understand and agree to the ATLAS Intern Attendance Policy as described above:

Written Name

Signed Name

Date