

# Absence Guidelines for Short Term Appointments

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Participants in ORISE programs receive a stipend and are not considered employees of the hosting site to which they are assigned. *Participants are expected to observe and conform to all applicable rules, regulations, and requirements of the hosting site, including, but not limited to, those respecting the environment, safety, health, security, operating, health physics, drug free workplace, conduct and attendance.*

## **Holidays**

Participants are expected to observe the holidays recognized by the hosting site staff. For federal facilities, these include: New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas.

## **Absences during Office Hours**

Since participants are not employees, they do not "earn" sick or annual leave. The following *guidelines* are established for participants on short term appointments:

1. Students are expected to commit to full-time participation.
2. If a student is absent due to illness or emergency, the student must notify the mentor immediately. *Students must notify ORISE of any absence exceeding three consecutive days.* Emergency time off for serious family illnesses, death, etc., is to be handled on a case-by-case basis.

Absences mentioned above are allowed at the discretion of the participant's mentor. Approved absences should normally be taken in half-day increments.