

Camp Alleghany Staff Training and Time Off Policy

The following statement of policy is to outline up-front our policies for issues that arise each year regarding time away from camp during Staff Training and term camp. Except in the case of extraordinary circumstances, these rules will be applied uniformly to all staff members. *Each counselor will be held responsible for having read this information.*

1. The dates for the upcoming summer, including Staff Training dates, are posted on Camp Alleghany's website by September 1st of the prior year.
2. Staff Training week is mandatory for all counselors in order to work as a counselor at Alleghany.
3. Counselors must inform the directors about time they need to miss upon signing their contracts, or immediately upon learning they will not be present for the full 10 days.
4. A counselor may miss up to 3 days maximum of Staff Training for the following reasons only:
 - a. School reasons (late graduation, school gets out late, etc.);
 - b. College Orientation;
 - c. Family Wedding;
 - d. Family Emergency.
5. Vacations such as Beach Week are not a legitimate reason to miss any portion of Staff Training. Counselors are expected to be forthright about their reasons for missing any part of Staff Training, as required by your commitment to the Honor Code.
6. If a counselor misses any part of Staff Training, the materials she missed will be covered during the remainder of the Staff Training week, such as during time off and rest hour.
7. One component of Staff Training is teaching Mini Camp classes:
 - a. Counselors will learn how to teach in their assigned departments;
 - b. Department Heads will train and observe staff;
 - c. Because this is a part of a counselor's training, no additional salary is given for teaching Mini Camp classes.
8. If a counselor chooses to work 2nd term only, she must still attend all of Staff Training week, and the above regulations apply.
9. A counselor may miss up to 2 days maximum during each term for the following reasons only:
 - a. College Orientation;
 - b. Family Wedding;
 - c. Family Emergency.
10. If time is missed during the term, the counselor will be docked up to 12 hours of her assigned time off.
11. Special circumstances (during Staff Training or term camp) will be handled on a case-by-case basis. Of course, do not hesitate to bring individual needs to the head counselors and directors, but recognize that decisions will be left to their discretion and will be as consistent with the above policies as possible given the circumstances.