



ST. FRANCIS COLLEGE

BROOKLYN HEIGHTS, NEW YORK

The Office of Financial Aid
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2019-2020 Memorandum for Department Approval on a School Closing Day

To: Student Employment Coordinator, Student Financial Services

From: _____
Name of Supervisor Department

Subject: Permission for work during school closing

Student Name: _____

Department: _____

Date(s) of School Closing: _____

By signing I am granting approval for the above student worker to be paid on a scheduled school closing day.

Signature of Supervisor

Date

Please Note: Attach this form with the original time sheet