

RESCHEDULING MANDATORY APPRENTICE CLASSES

Apprentices are limited to two rescheduled classes per period of Apprenticeship. Classes will only be rescheduled for the following reasons:

- The apprentice's primary work hours are in the summer
 - Contractor must submit a letter on their behalf via email no later than the Wednesday prior to the apprentice's week of training to the Director of Apprenticeship at John.Retondo@chicagolaborers.org
- The apprentice must work due to short staff or to meet the contractor's schedule
 - Contractor must submit a letter on their behalf via email no later than the Wednesday prior to the apprentice's week of training to the Director of Apprenticeship at John.Retondo@chicagolaborers.org
- The apprentice has met the required number of classes but lack the OJT work hours needed for advancement.
 - Apprentice must contact an Apprentice Coordinator
- Personal reasons including medical, death in the immediate family, court appearance, military obligations or due to an unforeseeable event or emergency.
 - Apprentice must contact an Apprentice Coordinator or Director of Apprenticeship and provide written documentation

The apprentice must provide written documentation substantiating the reason for the absence. This documentation must be submitted to an Apprentice Coordinator no later than the Wednesday prior to the scheduled class. Any missed training will require the apprentice to call and reschedule the time missed or repeat the entire class