



You are not guaranteed Personal Time Off – it is determined by your supervisor & must be approved beforehand. You are paid a weekly living stipend, so your paycheck will not vary if you use PTO days. PTO days DO NOT count towards your AmeriCorps Education Award required hours. Please keep that in mind when taking days off. You must reach at least the minimum number of AmeriCorps hours required by your position AND work an average of 35-40 hours per week.

RECORDING REGULAR PERSONAL TIME OFF (PTO):

- You will enter the number of regularly scheduled hours taken as PTO under the "Leave Hours" on days you observe PTO for personal days off or sick days.
 - Write "PTO" or "Sick" in description field

RECORDING FEDERAL HOLIDAYS:

You are permitted to use PTO on days your office and/or site will be closed due to the observance of federal holidays (Example - if your office is closed on Thanksgiving Day, you will use your PTO for that day)

- You will enter the number of regularly scheduled hours taken off to observe the holiday in the "Leave Hours" column (i.e. if you typically work an 10-hour day, this would be 10 hours)
 - Write "PTO - Federal Holiday" in description

COMPELLING CIRCUMSTANCES:

If you miss more than 3 days of work due to illness, a family/medical emergency, or another compelling circumstance, notify your Program Coordinator immediately. Your Coordinator will work with you to ensure the time off needed does not hinder your ability to achieve the AmeriCorps Education Award.

TIME OFF FOR REQUIRED ARMED FORCES RESERVES DUTIES:

To the extent possible, members should seek to minimize disruption to their service term as a result of discharging responsibilities related to your reservist duties.

In instances where the dates of active duty are inflexible, you will be allowed to leave for your two-week period of active duty and will continue to be paid your weekly living allowance. Your hours of active duty are allowed to be counted towards your AmeriCorps Education Award.

JURY DUTY

If you are summoned for jury duty, you must alert your supervisor of the days you think you might need off. If you do have to serve on a jury, you are allowed to count all hours served as regular project hours. Ensure you are writing "Jury Duty" in the description field on any days you serve jury duty. You will need to collect a court issued document stating you were an active juror and send that to your Program Coordinator upon concluding your Jury Duty.