The intent of this policy is to provide guidance for allowing AmeriCorps members reasonable and appropriate leave during their term of service.

Washington Service Corps (WSC) AmeriCorps members are not considered employees and as such, are not entitled to vacation time, compensatory time or sick leave. Reasonable leave time is defined as time off that will not prevent the project site/sponsor organization from achieving its objectives. Additionally, leave or time off must not keep the member from meeting the minimum of 1,700 hours (full-time term of service), which is required to receive the AmeriCorps education award.

Following are the established leave categories, which can also be found in the WSC Member Service Agreement.

**Approved Absence:**
All leave must be approved in advance and verifiable. When approving leave the project sites/sponsor organizations must adhere to the following:

- Members who are on-track to achieve the 1,700 hours requirement may be granted short-term (i.e., a few days) time off for personal matters. The project site/sponsor organization should exercise prudent judgment in granting personal time off so project objectives are not compromised.

- Members who are not on-track to achieve 1,700 hours may be granted time off to meet urgent personal needs only, such as court dates, DSHS appointments, urgent medical issues, family bereavement, etc. with the understanding they will be required to make up those hours to get back on track immediately upon his/her return to service.

**Holiday Leave:**
AmeriCorps members may be eligible for the same holidays as employees of the project site/sponsor organization without affecting their living allowance. However, holiday hours, if not served do not count toward the service hours required for an education award. Project sites/sponsor organizations must ensure that members are aware of the holidays prior to starting their term of service. If approved for holidays, both the site/project supervisor and member must be aware of additional hours that may need to be accrued to stay on track in meeting the end of service term 1,700 hour requirement.

**Note:** Martin Luther King, Jr. Day (MLK Day) is a national service holiday and members are expected to treat this day as a day “on”, not a day “off”. Members are required to serve on this holiday at their site or to participate in activities planned in their local communities.
Alternative service activities must be developed for members when the project site/sponsor organization or service site is closed due to school breaks, extended sponsor organization holidays, etc. School breaks such as winter and spring breaks should not be considered vacations for members. Please refer to WSC Policy #9, *AmeriCorps* State Member Hours and Allowable Service Activities, for more information about alternative service.

**Administrative Hold Status:**
Administrative hold status is used when members are unable to serve at their project site/sponsor organization for an extended period of time, yet remain enrolled in the AmeriCorps program. Project sites/sponsor organizations may request that members be placed on administrative hold for extenuating personal or medical circumstances such as the birth of a child; serious illness of a member’s spouse, child, or parent; or serious illness preventing the member from performing his/her essential service duties. With the advance approval of WSC, administrative hold may be granted up to 90 calendar days or until the scheduled end of the term of service, whichever date is earlier. Requests for members to be placed on administrative hold must be submitted to the WSC in a timely manner. Also, all requests must include appropriate back-up documentation. While on administrative hold, members are not eligible for the living allowance, and if applicable, childcare benefits. Members will not earn hours while in administrative hold status. Members who are on administrative hold will continue to receive health care coverage.

**Disciplinary Suspension:**
AmeriCorps members may be temporarily suspended for disciplinary reasons. These reasons may include chronic tardiness or leaving the project site without approval of the project site/sponsor organization. Members who are suspended for disciplinary reasons will not receive a living allowance during this time and hours will not be credited toward their total service hours. Members on disciplinary suspension will continue to receive health care coverage.

**Armed Forces Reserves:**
Generally, the Reserves of the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, U.S. Coast Guard, the Army National Guard and the Air National Guard require reservists to serve one weekend a month plus 12 to 15 days a year (two-week active duty service). To the extent possible, project sites/sponsor organizations should seek to minimize the disruption in the members’ AmeriCorps service as a result of discharging responsibilities related to their reservist duties. If members have a choice of when to fulfill their annual two-week active duty requirement, they should do so when it will not disrupt their AmeriCorps service. In instances where the dates of active duty are inflexible and conflict with AmeriCorps service, members will be granted a leave for the two-week active duty service in the Reserves.

Members will not receive stipend time-off for additional Reserves-related service beyond the two-week active duty service. Also, no AmeriCorps service credit is earned for the once-a-month weekend service in the Reserves. Members will receive credit for AmeriCorps service hours during their two weeks of active duty service in the Reserves if it occurs during their AmeriCorps term of service. The member would receive credit for the number of hours he or she would have served during that period had there been no interruption. For example, if a full-time member is scheduled to serve 40 hours of AmeriCorps service one week and 40 hours of AmeriCorps service on the following week, he or she would receive 80 hours of AmeriCorps service credit for the two weeks of active duty service regardless of the actual number of hours served in the Reserves. Members will continue to receive the living allowance, health care
coverage, and childcare benefits (if applicable) for their mandatory two-week period of active duty service.

AmeriCorps members called to active military duty (beyond the two-week active duty service) may be placed on administrative hold. While on hold they will not receive their living allowance, childcare benefits, and health care coverage nor will they receive service hours toward their education award. Members must provide a copy of the orders placing them on active military duty to the project site/sponsor organization supervisor, who will provide a copy to their WSC Program Coordinator. Members who are called to active duty may choose to be terminated from the project due to compelling circumstances.

**Jury Duty:**
Members who are called to serve on jury duty are allowed to do so. They must provide a copy of the jury duty summons to their project site/sponsor organization supervisor, who will provide a copy to the WSC Program Coordinator. During the time they serve as jurors, members will continue to earn service hours and receive their living allowance, health care coverage and if applicable, childcare benefits. Members are also allowed to keep the jury duty pay they receive from the court.

For questions regarding this policy, project sites/sponsor organizations should contact their WSC Program Coordinator.