



LEAVE SITUATION POLICY

Background: Members will be allowed reasonable and appropriate personal time off with prior approval of the Site Supervisor.

Approved Absence: A Member may be considered in “approved absence status” if s/he has obtained prior approval from the Site Supervisor. Member living allowances will not be reduced as a result of an approved absence. However, time missed as a result of an approved absence will not be credited toward the total required for a post-service education award.

Suspension: Members may be temporarily suspended for disciplinary reasons for violating the Standards of Conduct as outlined in this Contract. Members suspended for disciplinary reasons will not receive a living allowance during their suspension period and the hours of suspension will not be credited toward the total service hours required for a post service education award.

Administrative Hold Status: “Administrative Hold Status” exists any time a Member is not serving at a Host Site yet remains enrolled in the Program. Administrative Hold Status may be for a maximum of 30 days. Hours will not be credited toward the total service hours required for a post-service education award. Medical benefits will be continued during a period of Administrative Hold, but the Member’s living allowance and child care benefits will be discontinued.

Holiday Leave: The Member is entitled to the same federal holidays as employees of the host site without affecting their living allowance. However, holiday hours do not count toward the service hours required for a post-service education award. Extra care should be taken to ensure that the Member is fully aware of Host Site’s holidays prior to starting her/his term of service. School breaks, including winter, summer, and spring break, are not extended to the Member as breaks. The Member should have an adequate work plan in place to ensure s/he engages in meaningful service activities during school break periods.

Family Medical Leave: Up to 12 weeks unpaid medical leave may be granted during the Member’s term of service for the following reasons:

1. the birth of a child
2. the placement of a child with an AmeriCorps Member through adoption or foster care
3. serious illness of an AmeriCorps Member’s spouse, child or parent
4. serious illness preventing the AmeriCorps Member from performing his or her essential service duties. According to CNCS regulations, a serious health condition is an illness requiring in-patient care or continuing treatment by a health care provider.

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



During this period, medical benefits will continue, but the Member will not receive a living allowance or child care benefits and hours will not be credited toward the total service hours required for a post-service education award.

Military Leave: Members serving in the National Guard or Reserve should be granted a leave of absence for a two-week period of active duty training. Members may not receive additional time-off for training beyond the two-week active duty training period. Members will continue to receive their living allowance, child care, and medical benefits during this period and will receive credit toward the service hours required for a post-service education award.

Jury Duty: Serving on a jury is an important responsibility of citizenship. To strengthen the spirit of citizenship, Members are encouraged to serve on jury duty and will not be penalized for doing so. During the time Member serve as jurors, they will continue to earn service hours, and receive their living allowance, health, and child care benefits. They may also keep reimbursements for incidental expenses received from the court.