

Nevada Outdoor School

AmeriCorps Members Vacation/Time Off Policy

All time off must be pre-approved by the host site supervisor. Each full time member (1,700 hour) is given 10 days of Personal Time Off, a half time member (900 hour) is given 5 days of Personal Time Off and a 300 hour – summer member is given 2 days of Personal Time Off (PTO) a year- anything above and beyond is approved on a case by case basis, to be determined on the number of hours being caught up and the AmeriCorps Program Director's discretion.

Annual Holidays

- Federal Holidays are not necessarily observed. MLK Day is a mandatory service day for all AmeriCorps members and NOS members usually serve on Memorial Day, Labor Day and the 4th of July. If members are required to work a federal holiday, they will be given an alternative day off instead.

Sick Days

All AmeriCorps members are able to use their PTO days as sick days. AmeriCorps members are required to call their immediate supervisor or NOS AmeriCorps Director or other staff member if they will miss a work day while sick. If no-one is available a message describing the situation must be left. If the sickness is an emergency and hospitalization occurs the member must contact NOS AmeriCorps Program Director as soon as possible.

Scheduling Vacations

Nevada Outdoor School will attempt to grant all AmeriCorps member's PTO at the time they desire to take it. However, the AmeriCorps program must maintain adequate staffing at all times. Therefore, vacations must be scheduled in advance and with prior written approval from both the site supervisor and the AmeriCorps Program Director.

Where conflicts develop, they will be resolved as fairly as possible. Preference will be given to the more senior member or the member who can demonstrate the greater need for vacation at the conflicting time or the member who makes the earliest request.

Religious Holidays/Voting/Funerals

Nevada Outdoor School recognizes that there may be religious holidays/voting days/funerals (other than those already designated at holidays) that members would like to observe. It may be possible to arrange these holidays as scheduled days off. These days will not count as PTO. Requests for time off to observe religious holidays must be approved by the site supervisor and AmeriCorps Program Director.

Time off without pay

AmeriCorps members must serve at least two days in a pay period to earn their living stipend for that same pay period. If a member serves only one day or does not serve at all during a full pay period, then no living stipend will be paid for that same pay period. Upon return to service, the living allowance will be resumed.