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Cancels: WSC Policy #1

# POLICY

Approved by:  
*Mark Duncan*

See Also: Member Service Agreement; POL-130

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## POL – 123

### MANAGING MEMBER LEAVE

This Policy applies to all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC) members.

Washington Service Corps (WSC) AmeriCorps members are not employees and are not entitled to vacation time, compensatory time, or sick leave. Reasonable leave time will not prevent the project site/sponsoring organization from achieving its objectives. Time off must not keep the member from meeting the minimum hours required for their term of service, as identified in the Member Service Agreement.

#### 1. Member and Sponsoring Organization Verify Leave Category

The WSC leave categories are:

##### **Approved Absence**

Sponsoring Organization must approve leave in advance. When approving leave, ensure the following:

- May grant short-term (a few days) time off for personal matters to members who are on-track to achieve the minimum hours requirement. Exercise good judgement in granting personal time off so that project objectives will not be compromised.
- For members who are not on track to achieve the minimum hours, may grant time off to meet urgent personal needs only. Urgent personal needs may include court dates, DSHS appointments, urgent medical issues, or family bereavement. Ensure the member understands they are required to make up those hours and get back on track immediately upon return to service.

**Holiday Leave:**

- Members may be eligible for the same holidays as employees of the service site without affecting their living allowance.
- Holiday hours, if not served, do not count toward service hours.
- Sponsoring Organization must ensure that members are aware of the holidays prior to starting their term of service.
- If approved for holidays, both the supervisor and member must be aware of additional hours needed to stay on track to meet the minimum hour requirement.

**Administrative Hold:**

Members may be placed on administrative hold if they are unable to serve as scheduled for more than a few consecutive days. Administrative hold may be granted for up to 90 calendar days or until the end of the term of service, whichever is earlier.

Sponsoring Organization will do one of the following:

- Submit request to WSC Program Coordinator to place member on administrative hold, with an explanation for the request and appropriate back-up documentation.
- Submit request to WSC Program Coordinator, requesting an exception to the policy of placing a member on hold due to extenuating circumstances. The request needs to include an explanation of the extenuating circumstances and appropriate back-up documentation. Exceptions may not be considered if the notice is not provided in advance of the member's leave.

Upon review of the request, WSC will make the final determination of whether the member is to be placed on administrative hold, and notify the Sponsoring Organization thereof.

While on administrative hold, members:

- Will **not** earn or accrue service hours
- Will continue to receive health care coverage
- Are not eligible for the living allowance and, if applicable, childcare benefits.

Reasons for administrative hold may include extenuating personal or medical circumstances such as serious illness preventing the member from performing essential service duties; birth of a child; or serious illness of a member's spouse, child, or parent.

**Disciplinary Suspension:**

With prior approval of WSC, the supervisor may suspend the member temporarily for disciplinary reasons. Sponsoring Organization may only use disciplinary suspension in accordance with the Member Service Agreement and *POL-130 – Managing Member Conduct*.

If suspended for disciplinary reasons, members:

- Will **not** receive a living allowance during suspension
- Will **not** accrue service hours during suspension
- Will continue to receive health insurance 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). Sponsoring Organizations should seek to minimize the disruption in the members' AmeriCorps service as a result of 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. When the required dates of active duty conflict with AmeriCorps service, members will be granted leave for the two-week active duty service in the Reserves.

Member provides a copy of the orders placing them on active military duty to the Sponsoring Organization. Sponsoring Organization provides a copy of the orders to their WSC Program Coordinator.

Members who are in the Reserves:

- Continue to receive the living allowance, health care insurance, and childcare benefits (if applicable) during their mandatory two-week period of active duty service

- Receive credit for the number of hours they would have served during that period had there been no interruption

Example: 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. The member receives credit for 80 service hours for the two weeks of active duty, regardless of the actual number of hours served in the Reserves.

- Do **not** receive stipend for additional Reserves-related time off beyond the two-week active duty service
- Do not earn service hours for the once-a-month weekend service in the Reserves

AmeriCorps members called to active military duty beyond the two-week active duty may be placed on administrative hold. Members who are called to active duty beyond the two-week active duty may choose to be released from their term of service due to compelling circumstances.

**Jury Duty:**

WSC allows time to serve on jury duty. Member must provide a copy of the jury duty summons to the Sponsoring Organization in advance. Sponsoring Organization must provide a copy of the jury duty summons to WSC.

While serving on jury duty, member continues to receive the living allowance, health insurance, and childcare benefits. Member earns credit for their normal scheduled service hours during time spent participating in and fulfilling their commitment to jury duty. Member may keep any jury duty compensation received from the courts.

**2. Member Observes MLK Day of Service**

Martin Luther King, Jr. Day (MLK Day) is a national service holiday. Treat this day as a day “on”, not a day “off”. Member are encouraged to serve at their regular service site, if possible or participate in activities planned in the local community.

**3. WSC Monitors and Documents Leave Status**

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Obtain and file documentation of leave time for administrative hold, armed forces reserves, disciplinary suspension, and jury duty.