



POLICY/PROCEDURE

Focus Area: Site Staff

See Also: Member Service Agreement; POL-130

POL – 123

MANAGING MEMBER LEAVE

This Policy/Procedure applies to the selection of all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC) and any other AmeriCorps project area managed by WSC.

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 sponsoring organization from achieving its WSC AmeriCorps 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.

PROCEDURE:

1. Member and Sponsoring Organization Verify Leave Category – WSC Leave Categories

- a. **Approved Absence** – Sponsoring Organization must approve leave in advance. When approving leave, ensure the following:
 - i. 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 project objectives are met.
 - ii. 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 returning to service.
- b. **Holiday Leave:**
 - i. Members may be eligible for the same holidays as employees of the service site without affecting their living allowance.
 - ii. Holiday hours, if not served, do not count toward service hours.
 - iii. Sponsoring Organization must ensure members are aware of the holidays prior to starting their term of service.

- iv. If approved for holidays, both the member and site staff must be aware of additional hours needed to stay on track to meet the minimum hour requirement.
- c. **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 or service, whichever is earlier.
 - i. Sponsoring Organization will do one of the following:
 - 1. Submit request to WSC Site and Member Services (SMS) Coordinator to place member on administrative hold, with an explanation for the request and appropriate supporting documentation.
 - 2. Submit request to WSC SMS Coordinator, requesting an exception to the policy of placing the member on hold due to extenuating circumstances. The request needs to include an explanation of the extenuating circumstances and appropriate supporting documentation. WSC may not consider the exception if notice is not provided in advance of the member’s leave.
 - ii. Upon review of the request WSC will make the final determination of whether to place the member on administrative hold.
 - iii. While on administrative hold, members:
 - 1. Will **not** earn or accrue service hours
 - 2. Will continue to receive health care coverage
 - 3. Are not eligible for the living allowance and, if applicable, childcare benefits.
 - iv. Reasons for administrative hold may include extenuating personal or medical circumstances such as serious illness preventing member from performing essential service duties, birth of child, or serious illness of member’s spouse, child or parent.
- d. **Disciplinary Suspension** – With prior approval of WSC, the site staff 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*.
 - i. If suspended for disciplinary reasons, members:
 - 1. Will **not** receive a living allowance during suspension
 - 2. Will **not** accrue service hours
 - 3. Will continue to receive health care coverage
- e. **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.

- i. Member provides copy of the orders placing them on active military duty to the Sponsoring Organization. Sponsoring Organization provides a copy of the orders to their SMS Coordinator.
- ii. AmeriCorps members called to active military duty beyond the two-week active duty may be placed on administrative hold. Alternatively, a member who is called to active military duty beyond the two-week active duty may choose to be released from their term of service due to compelling personal circumstances.
- iii. Members who are in the Reserves:
 1. Continue to receive the living allowance, health care coverage and childcare benefits (if applicable) during their mandatory two-week period of active military duty service.
 2. Receive credit for the number of hours they would have served during that period had there been no interruption.
 - a. Example: A fulltime 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.
 3. Do **not** receive living allowance for additional Reserves-related time off beyond the two-week active military duty service.
 4. Do **not** earn service hours for the once-a-month weekend service in the Reserves.
- f. **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.
 - i. While serving on jury duty, the member:
 1. Continues to receive the living allowance, health care coverage and childcare benefits.
 2. Earns credit for their normal scheduled service hours during time spent participating in and fulfilling their commitment to jury duty.
 3. May keep any jury duty compensation received from the courts.

2. Member Observes MLK Day of Service and Other Days of Service

- a. Martin Luther King, Jr. Day (MLK Day) is a national service holiday. Treat this day as a “day on,” not a “day off.” Members are encouraged to serve at their regular service site, if possible, or participate in activities planned in the local community.
- b. MLK Day service does not have to conform with the duties of the position. However, the service performed must comply with all requirements around national service prohibited activities as outlined in the Member Service Agreement and other guidance.

- c. WSC may encourage other days of service throughout the year including 9/11 remembrance, AmeriCorps week activities, Earth Day or other days of service designated by WSC.

3. WSC Monitors and Documents Leave Status

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