



Planned Time Off (PTO) Policy for Scientists in Parks Intern Participants



Overview:

Time off, which includes both sick days and personal days, must be discussed with the supervisor beforehand. Federal Holidays that fall during an intern’s position do not count against the PTO hours awarded.

Interns are paid a weekly living stipend, so their paycheck will not vary depending on the number of days/hours recorded in their time sheet.

PTO days do not count towards the required AmeriCorps Education Award hours and should always be recorded as "0" in their timesheet. The supervisor and member must ensure that time off will not hinder their ability to achieve the AmeriCorps Education Award hour goal. Interns must reach at least the minimum hours required and, in most cases, will exceed that goal. A full-time work schedule with PTO should be followed. Interns will still be paid their regular weekly stipend if they take PTO.

The following table shows the number of hours an intern is allowed to take off during their term that they will not need to make up.

Position Length	PTO Hours Awarded
12 weeks	24 hours
20 weeks	40 hours
26 weeks	64 hours
36 weeks	112 hours
52 weeks	160 hours

Recording Planned Time Off (PTO):

- Interns enter 0 for “hours worked” in their timesheet for PTO, including sick and personal days
- Write “PTO” in description field

Recording Federal Holidays:

Federal Holidays not worked will not count against the PTO hours awarded. Some interns may have to work on Federal Holidays if their site or position is related to visitor services.

- Interns will enter 0 for “hours worked” in their timesheet for holidays
- Write “Federal Holiday” in description field

Compelling Circumstances:

If an intern misses more than 3 consecutively days of work due to illness, family/medical emergency, or other compelling circumstance, the intern’s supervisor must notify their Stewards Program Coordinator immediately. Stewards will work with you to ensure the time off needed does not hinder the intern’s ability to receive the AmeriCorps Education Award.

Jury Duty:

If an intern is summoned for Jury Duty, they must alert their supervisor of the days they might need to take off. If they do have to serve on a jury, they can count all hours served as regular work hours. To record:

- Enter hours served each day on Jury Duty and write "Jury Duty" in description field.
- At the conclusion of the jury service, they must collect a document from the court stating they were an active juror. This document must then be sent to their Stewards Program Coordinator for filing purposes.