



Time Off Policy for Scientists in Parks Participants



Overview:

Time off as an SIP participant is based on the minimum number of AmeriCorps hours required for each term length (see table below). AmeriCorps hours are tracked in timesheets in order for the SIP to receive their AmeriCorps Education Award upon completion of their term.

Time off includes sick days, personal days and federal holidays. Time off must be discussed with the supervisor/mentor beforehand. SIPs are paid a weekly living stipend, so their paycheck will not vary depending on the number of days/hours worked.

Any days off (sick, personal and/or federal holiday) do not count towards the required AmeriCorps Education Award hours and should be recorded under the leave column in timesheets. The supervisor/mentor and SIP must plan carefully to ensure that taking time off will not hinder their ability to achieve the AmeriCorps Education Award hour goal. A full-time work schedule with time off should be followed. Full time schedules can fluctuate between 32-40 hours/week.

The following table shows the number of leave hours an SIP can take off during their term:

Term Length & Minimum Hour Requirement	Time Off Awarded
12 weeks (450 hours)**	28 hours
20 weeks (675 hours)	40 hours
26 weeks (900 hours)	64 hours
36 weeks (1200 hours)	112 hours
52 weeks (1700 hours)	160 hours

**Attention for 12-week positions: your term is short and if you take federal holidays off, you will have less sick/personal time off to take. Please pay close attention to your hours progress towards your 450-hour goal. For example: 12-week positions starting between November-January include Veteran’s Day, Thanksgiving, Christmas, New Year’s Day, and Martin Luther King Jr. Day.

Recording Time Off:

- Enter the normal amount of hours you complete in a day in the “leave” field of your timesheet. For example- if you normally work an 8 hour day, you will put an 8 in the leave field.
- Write “time off “or “federal holiday” in description field

Compelling Circumstances:

If an SIP misses more than 3 consecutive days of work due to illness, family/medical emergency, or other compelling circumstances, Stewards Program Coordinators must be notified immediately. Stewards will work with the SIP to suspend their term and ensure the time off needed does not hinder their ability to receive the AmeriCorps Education Award.

Jury Duty:

If an SIP is summoned for Jury Duty, they must alert their supervisor/mentor 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 in the ‘other’ field and write "Jury Duty" in description field.
- At the conclusion of the jury service, the SIP 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.

Other:

If an SIP needs to work on a federal holiday to achieve the minimum required AmeriCorps Education Award hours and the site will be closed, the SIP should discuss projects they can work on at home with their supervisor/mentor. If they don’t have anything, the SIP should contact their Stewards Program Coordinator, who can provide online workshops.