

NOS AmeriCorps Members Vacation/Time Off Policy:

All Time off must be pre-approved. Each member is given 2 weeks 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 Directors discretion.

Annual Holidays

- Federal Holidays are not necessarily observed. MLK Day is a mandatory service day for all AmeriCorps members.

Sick Days

All AmeriCorps members are able to use up to 10 sick days which count as PTO. AmeriCorps members are required to call NOS 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 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.