



You are not guaranteed Personal Time Off – it is determined by your supervisor & must be approved beforehand. You are paid a weekly living stipend, so your paycheck will not vary if you take time off. Time off **DOES NOT** count towards your AmeriCorps Education Award required hours. Please keep that in mind when taking days off. You must reach at least the minimum number of AmeriCorps hours required by your position AND serve an average of 35-40 hours per week.

Buffer Hours:

AmeriCorps term lengths are classified in hour slots:

- 300-hour (about 8 weeks)
- 450-hour (about 3 months)
- 675-hour (about 4-5 months)
- 900-hour (about 6 months)
- 1200-hour (about 9 months)
- 1700- hour (about a year)

Your term is classified under one of these hour slots and comes with additional hours, aka “buffer” hours for time off. You will be able to use these buffer hours and still meet the minimum hours required for the AmeriCorps education award. For example, if you are serving a 300-hr term at 40 hours per week for a total of 8 weeks, you will have 20 hours of buffer:

$$\begin{aligned} 8 \text{ weeks} \times 40 \text{ hours/week} &= 320 \text{ hours total} \\ 320 \text{ hours} - 300 \text{ hr. term} &= 20 \text{ hours of buffer} \end{aligned}$$

Use this [link](#) to calculate your buffer hours. This is the raw number of buffer hours associated with your term and does not necessarily mean you can take all this time off and/or serve less hours per week. Remember, you must serve an average of 35-40 hours per week **and** receive approval from your site supervisor for any personal time off. Reach out to CCNM staff for additional guidance if needed.

Recording Regular Time Off:

You will enter the number of hours you take off under the "Leave Hours" field on days you are not working for personal days off or sick days.

- Write “time off” or “sick” in description field


Timesheet Entries(7)




	☐ Date	Day of week ▾	Project Hours ▾	Training/Education ▾	Fundraising Hours ▾	Leave Hours ▾	Comments/Descri... ▾
1	☐ 04/13/2024	Saturday					
2	☐ 04/14/2024	Sunday					
3	☐ 04/15/2024	Monday					
4	☐ 04/16/2024	Tuesday					
5	☐ 04/17/2024	Wednesday					
6	☐ 04/18/2024	Thursday					
7	☐ 04/19/2024	Friday					

Recording Federal Holidays:

You are permitted to take time off on days your office and/or site will be closed due to the observance of federal holidays (Example - if your office is closed on Thanksgiving Day, you will use your buffer hours for that day)

- You will enter the number of hours you take off under the "Leave Hours" field
- Write "holiday" in description

Compelling Circumstances:

If you miss more than 3 days of work due to illness, a family/medical emergency, or another compelling circumstance, notify your Program Coordinator immediately. Your Coordinator will work with you to ensure the time off needed does not hinder your ability to achieve the AmeriCorps Education Award.

Time off for Required Armed Forces Reserves Duties:

To the extent possible, members should seek to minimize disruption to their service as a result of discharging responsibilities related to your reservist duties. In instances where the dates of active duty are inflexible, you will be allowed to leave for your two-week period of active duty and will continue to be paid your weekly living allowance. Your hours of active duty are allowed to be counted towards your AmeriCorps Education Award.

Jury Duty:

If you are summoned for jury duty, you must alert your supervisor of the days you think you might need off. If you do have to serve on a jury, you are allowed to count all hours served as regular project hours. Ensure you are writing "Jury Duty" in the description field on any days you serve jury duty. You will need to collect a court issued document stating you were an active juror and send that to your Program Coordinator upon concluding your Jury Duty.

Please reach out to your CCNM Program Coordinator for any questions not answered here.