**Campus Compact of Oregon VISTA: Holiday Closure Plan**

**Due October 31st 2017**

AmeriCorps VISTA Members with Campus Compact of Oregon are required to report to work every day the Compact is open and to follow our internal holiday schedule. However a VISTA’s placement site may follow a different holiday schedule than ours, or on occasion be closed when the Compact is not. The purpose of this document is to ensure that the VISTA Member and Site Supervisor intentionally convene and plan ahead, specifically for when a site may be closed but a Member is still required to serve.

**INSTRUCTIONS**: Insert all anticipated placement site closure dates in the table below (for the holiday season but if known, up to the end of a Member’s service year). Determine a plan of action for the VISTA Member for all reported closure dates. Sign, scan and email the document to the Member’s assigned VISTA Leader. *Please note: Electronic signatures are only accepted if the document is sent to the VISTA Leader from the Supervisor’s email.*

|  |  |
| --- | --- |
| Closure Dates | Plan of Action |
| *Enter date here* | ☐ Won’t affect VISTAExplain:  | ☐ Will work at alt. locationWhere:  | ☐ Need to teleserve |
| *Enter date here* | ☐ Won’t affect VISTAExplain:  | ☐ Will work at alt. locationWhere:  | ☐ Need to teleserve |
| *Enter date here* | ☐ Won’t affect VISTAExplain:  | ☐ Will work at alt. locationWhere:  | ☐ Need to teleserve |
| *Enter date here* | ☐ Won’t affect VISTAExplain:  | ☐ Will work at alt. locationWhere:  | ☐ Need to teleserve |

 *(Add more spaces as needed. N/A is also acceptable.)*

Important reminders:

* If the site is closed on a date that is not a Compact approved holiday, a VISTA Member may opt to take a personal day out of their allotted 10;
* A VISTA Member may work from an alternate partner location and a Leader must be notified;
* A VISTA Member is allowed to teleserve if their placement site is closed on a date that they are required to serve, but:
	+ Only **three months after** they have been in service; and
	+ Only if a **teleservice request form has been completed in advance** and approved by the Site Supervisor, Campus Compact VISTA Program Manager and CNCS Oregon State officer; and
	+ Only on **two days within** a pay period.
* In cases of extended office closures, a Supervisor must acquire an alternate work location for the Member.

Member Signature: Date:

Site Supervisor Signature: Date: