

VISTA Schedule and Time Off

VISTA Members are required to serve full-time. You are technically on Campus Compact of Oregon's time schedule, so we ask that the site organization make arrangements so you may work during our hours. We begin work at 9:00am; have a 30-minute lunch break; a 10-minute afternoon or morning break; then the workday ends at 5:00pm. Please let us know if this conflicts with your site organization. We make occasional exceptions.

Vacation and Medical Leave

Please note the following policies when planning teleservice, time-off and/or medical leave. Exceeding leave allotments or otherwise violating procedure may result in removal from service or other action.

1. You are on Campus Compact holiday schedule, not your site's. Below you will find a specific list of dates that AmeriCorps members do not have to serve.

- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- **Either** Christmas Eve **or** the Day after Christmas*
- New Year's Day (observed)
- Memorial Day
- Members may move Christmas Day and the day before or after to use as leave for other religious observances.

In the event that your site is off on a day we are not, your supervisor should make arrangements for you to serve on-site, at a partner agency, or, if you have been approved, to teleserve.

2. You have 10 days of vacation and 10 days of medical leave. You do not receive compensation for unused leave. With approved exceptions for emergency circumstances, if you exceed your granted leave, you will face removal from service. The following restrictions also apply:

- a. You cannot take vacation in both the first and last month of service. Please plan accordingly.
- b. You must submit a leave request verbally and via email to your supervisor at least two business days prior to leave date. This is a request and may not be granted if you have service obligations. Plan to request leave much farther in advance. Follow your site's policies about who to notify when medical and vacation leave needs to be taken. **You must notify Campus Compact prior to going to be on vacation for more than 5 days in a row.** Campus Compact does not need to be notified prior to taking any fewer days off.
- c. Medical leave may be used for appointments and preventative or alternative healthcare.
- δ. Personal leave may be used for religious observances.

3. You may not be granted additional holidays or vacation days by your site or Campus Compact. If you take a holiday that is not on Campus Compact's calendar, time commensurate with that taken will be deducted from your vacation leave.

Jury Duty

VISTA members selected to serve as jurors are allowed to participate and will continue to receive all benefits, including living allowance, regardless of any reimbursement receive from the court. If a member is selected as a juror, they must inform their VISTA Leader and site supervisor as soon as possible.