

AmeriCorps Service Hours Pacing Guide

AmeriCorps members must serve, at minimum, 30 hours per pay period.

Working ahead and banking time: We strongly encourage you to sign up for or create trips, conferences, weekend community events, and other time-intensive, high-quality activities early in the year. While helping the community and the people you are serving, this will also allow you to build up a “bank” of time that you can use later in the year if you are ill or you want to take a vacation. If you are 30 hours ahead of your benchmark, you can plan to take time off.

What if I’m sick or have other medical issues? As long as you are at your benchmarks or ahead, you will not be suspended for being sick and needing to take a day off to recover from a cold or a migraine. Just let your supervisor know you aren’t able to come to work. Make sure you make a plan for still making sure you are at or above your benchmark for that pay period.

If you have a known medical issue coming up (having a baby, surgery, etc.) be sure to work ahead to cover yourself for this time so that you will not fall behind and be suspended. If it works better for you, you can also ask to be suspended for medical reasons for a pay period or multiple pay periods. In order to be voluntarily suspended for medical reasons, you need a doctor’s note.

Protecting members and protecting High Rocks: If you are not able to meet the minimum benchmarks below, you will be suspended. These numbers are based on completing a minimum of 690 hours for the year. This protects members in the event that the Corporation later disallows some of your hours so that you will not fall behind the minimum 675 and be liable for repaying your education award. This also protects High Rocks, because if members don’t meet their 675 minimum hours for the year, High Rocks could be liable for repaying a portion of your living allowance to the corporation.

Suspension: Suspension means that you don’t get a living allowance and you don’t count hours towards your total. You come back when you are ready to be full-time again. If you are suspended, you will have those extra pay periods added to your potential year of service time to help you finish your 690 hours and get your education award.

Pay Period	Hours Bench Mark	Reference Pay Period End Date for Sept 1-15 starting members who have never been suspended.	Customized Hours Benchmarks for late starters	Your reference dates (complete and update yourself.)
Pay Period 1	30	Sept 30		
Pay Period 2	60	Oct 15		
Pay Period 3	90	Oct 31		
Pay Period 4	120	Nov 15		
Pay Period 5	150	Nov 30		
Pay Period 6	180	Dec 15		
Pay Period 7	210	Dec 31		
Pay Period 8	240	Jan 15		
Pay Period 9	270	Jan 30		
Pay Period 10	300	Feb 15		
Pay Period 11	330	Feb 28		
Pay Period 12	360	Mar 15		
Pay Period 13	390	Mar 30		
Pay Period 14	420	Apr 15		
Pay Period 15	450	Apr 30		
Pay Period 16	480	May 15		
Pay Period 17	510	May 30		
Pay Period 18	540	June 15		
Pay Period 19	570	June 30		
Pay Period 20	600	July 15		
Pay Period 21	630	July 31		
Pay Period 22	660	Aug 15		
Pay Period 23	690	Aug 30		

If you start late, you will make a written plan with the AmeriCorps coordinator at the beginning of your service to catch up on your hours.

If you don't submit your time sheet, we'll manually hold your paycheck, since we don't know if you served during that pay period. If you don't submit your timesheet for 30 days, we'll have to suspend you if you are not ahead of your benchmark at the time. If you're ahead of your bench mark, don't worry about getting suspended. We'll just hold your paycheck until you submit your timesheet (and then we'll release it), or you are behind on your benchmarks (and then we'll suspend you.)

This is a safety-net plan to ensure that you are able to work consistently towards successfully completing your service goals and receiving your well-deserved education award. Thanks for your service.