



Promise Fellow Summer Hours 2017-18



Summer Hours Policy (starting June 1st)

AmeriCorps Promise Fellows are expected to serve full-time through the end of their term of service. Effective June 1st, *Promise Fellows may be able to take advantage of summer hours with host site approval. Members must serve a minimum of 30 hours per week (not counting approved time off) to continue to be eligible for full-time benefits such as the living allowance and health insurance. Below is the number of hours needed for each pay period based on this minimum:

June 1-15:	66 hours	August 1-15:	66 hours
June 16-30:	60 hours	August 16-31:	72 hours
July 1-15:	60 hours		
July 16-31:	72 hours		

Host Site Approval

Note that site programming may require Promise Fellows to serve more than 30 hours per week and members are expected to continue to meet the needs of their site first. Supervisors are asked to support the Promise Fellow in determining their summer schedule, additional opportunities and anticipated hours.

If a Promise Fellow has designed a good plan to complete at least 1720 or 900 hours and maintain a full-time schedule during the summer, limited vacation days can be negotiated and approved time off can result in less than 30 hours/week. All time off must be pre-approved by Supervisors and Alliance staff, and must be noted in timesheets.

****In the case that a Promise Fellow's average hours needed to complete the program is greater than 30 hours per week, the Promise Fellow must continue to serve their average hours needed.*** Promise Fellows must serve a minimum of 1720 or 900 total hours by the end of their term to exit successfully and be eligible for the education award. Most Promise Fellows will serve more than the minimum hours required by the end of their term and must continue to first meet all site and Alliance expectations.

If a Promise Fellow has completed 1720 or 900 hours, with the written permission of their Host Site, Site Supervisor and the Alliance, they may request to exit their service early. Once a member has exited and is no longer serving, they will no longer receive the living allowance or other benefits associated with service. Alliance provided health insurance will terminate on the last day of the month of a member's exit.