

LEAVE BENEFITS AT A GLANCE

Below is a summary of leave benefits available during VISTA service. Review the chart and information below for additional requirements related to each leave type.

Leave type	Total Workdays	Conditions
National holiday	Only those observed by sponsor and/or subsite staff	
Personal	10 service days in a full year of service	Generally, leave in first 3 months or last month is limited to emergencies and family matters. If you reenroll or extend your service with the same project without a break in service, you are entitled to any unused personal leave earned in the prior term of service. Must be taken in accordance with sponsor and/or subsite policies.
Personal in an extension of service	1 service day per 30 additional days of service	If you extend service with the same project without a break in service, you are also entitled to any unused personal leave earned in the prior term of service.
Medical	10 service days in a full year of service	If you reenroll or extend service with the same project without a break in service, you are entitled to any unused medical leave earned in the prior term of service. Must be taken in accordance with sponsor and/or subsite policies.
Medical in an extension of service	1 service day per 30 additional days of service	If you extend service with the same project without a break in service, you are also entitled to any unused medical leave earned in the prior term of service.
Extended Medical Leave Benefits	Must exhaust personal and medical first 5 service days in a full year of service	The CNCS State Program Director may approve an additional 5 service days for a total of 15 medical service days in a full year of service, in cases that require extended recuperation. These extended medical leave benefits are not to be used as parental leave (covered below).
Parental Leave (birth/adoption)	Must exhaust personal and medical leave first	The CNCS State Program Director may approve an additional 10 service days of leave, for a total of 30 service days, if required.
Emergency	5 service days in a full year of service	Sponsor may allow if a natural disaster requires leaving the site or an immediate family member becomes critically ill or dies. Sponsor must notify the CNCS State Program Director.
Jury duty	As necessary	
Military reserve	As required by the military	