

PROPOSED POLICY ON LEAVE TO PROVIDE COMMUNITY SERVICE

STATEMENT OF PURPOSE

The University recognizes the importance of community involvement and encourages employees to participate in volunteer activities by providing flexibility in work schedules and paid leave opportunities.

This policy establishes guidelines for the administration of a community service program. Leave to provide community service allows full-time employees to take time off from work with pay for services within the community. A maximum of 15 hours (16 hours for employees who work a 40-hour work week) of paid leave per fiscal year will be made available to current full-time employees on July 1 of each year. A maximum of 7.5 hours (8 hours for employees who work a 40-hour work week) of paid leave per fiscal year will be made available to current part-time employees on July 1 of each year. This leave may be used only for providing community service as outlined in this policy.

APPLICABILITY

This policy is applicable to all benefit eligible administrators, staff, and hourly employees. Those employees that are within their three-month introductory period are not eligible for this benefit.

PROCEDURES

Amount/Availability of Leave

Full-Time Employees: A maximum of 15 hours of paid leave per calendar year will be made available to current full-time employees on July 1 of each year.

Part-Time Employees: A maximum of 7.5 hours of paid leave per calendar year will be made available to current part-time employees on July 1 of each year.

The paid leave should be taken in 1 hour increments, with the exception of emergency responders as defined below.

Use of Leave

Paid leave is not granted for days that employees are not scheduled to work.

Leave under this policy may be used **ONLY** for providing community service as outlined below.

Community Service Activities

Employees may be granted paid leave under this policy to provide "hands-on" voluntary services to their communities as part of an organized community service project sponsored by the Center for Public Service and Community Engagement or a community service organization. Appropriate organizations should have goals that the University would deem ethical and consistent with the University's mission. For example, an employee could be granted community service leave to deliver meals to the elderly; however, community service leave would not be appropriate to attend a planning meeting or social event for the organization providing these services.

Employees, who are members of volunteer fire departments and rescue squads, or auxiliary units thereof, may be granted paid leave under this policy to:

- respond to emergency situations during their working hours at the University; or
- arrive after the normal beginning of their work shift if an emergency situation to which they responded outside their normal work hours continues beyond the normal beginning of their work shift at the University.

Excluded from this policy is service provided through a membership organization where the primary recipients of the service are the constituents of the organization (i.e. painting and maintenance of the groups building(s), yard work, serving on the board, etc.). Activities involving political groups or causes do not qualify for use of this leave.

For a list of pre-approved agencies and organizations, please refer to the Center for Public Service and Community Engagement web site.

Duration of Leave

No Carryover.

- Community service leave that is not used in a fiscal year will not be carried forward to the next fiscal year.

No Payout

- Employees will not receive payment for unused community service leave upon separation from the University.

Approval of Leave

Employees must receive approval from their supervisor prior to using community service leave.

Employees requesting paid leave under this policy shall submit a written request to their supervisors.

Supervisors may require written verification from an official of the community service organization for use of community service leave.

Supervisors should attempt to approve leave at the time requested by the employees, but have the discretion to disapprove the leave if it will significantly impact the University operations.

The University may determine that it is not possible to release certain employees under this policy due to staffing requirements. The supervisor may require that they leave be taken a time other than the one requested based on operation needs, and/or may require acceptable proof that any leave taken is within the purpose of this policy.

If the leave request is approved by the supervisor, the employee may register for the program through the Center for Public Service and Community Engagement.

Additionally, if response to emergency situations as a member of a volunteer fire department or rescue squad will result in tardiness to work, employees must notify their supervisors as promptly as possible.

Reporting Time

With appropriate supervisor approvals, employees will report community service leave on the appropriate time report. The Payroll Office will process the community service leave time as reported and provide a report after each pay to the Public Service and Community Engagement Office for review and final approval. If, after the pay is processed, the Public Service and Community Engagement Office determines that the service time does not qualify under this policy, the Public Service and Community Engagement Office will promptly notify the Payroll Office and the community service leave time will be replaced with vacation time or unpaid leave as appropriate.

Leave time taken under this policy will be included in the calculation of weekly hours for overtime for non-exempt staff.

Employees will not be entitled to any reimbursement for travel, lodging, meals, and other trip-related expense.