

Community Service Leave Policy

Purpose: Guilford County recognizes the many needs for volunteers to support schools, communities, citizens and nonprofit organizations. We also are responding to our employees who seek the flexibility to serve their community with the support of their employer. For this reason, Guilford County will provide their benefited employees with 16 Community Service Leave hours each year.

Eligible Organizations:

Type of Organization	Description	Examples
School	An elementary school, middle school, high school, or child care program.	Public schools, private schools, charter schools, Smart Start (preschool) programs, child day care programs.
Charitable 501(c) Organization	Organizations that are organized and operated for religious, scientific, education, literacy, or testing for public safety purposes, or for the prevention of cruelty to children or animals.	All churches; United Way Organizations; NC Partnership for Children; Humane Society; Meals on Wheels; Habitat for Humanity
Human Service	Non-profit organizations that are licensed and accredited to serve citizens with special needs, including children, youth, and the elderly.	Hospitals, developmental disability centers, and alcohol/drug abuse treatment centers; nursing care facilities; inpatient rehab facilities; home health agencies; hospice care agencies.

Guidelines for determining leave eligibility:

- Schools – performing any school-approved tutoring/mentoring or other volunteer work.
- Charitable- performing a service for a community service organization.
- Human Service – any service that directly meets the health or human service needs of citizens and their families who have special needs.

Policy Guidelines

- All benefited employees are eligible for Community Service Leave.
- Part time benefited employee's hours will be prorated accordingly.
- Community Service leave hours will run from July 1-June 30 each year.

- New hires will be credited with leave upon their hire, prorated by the number of biweekly periods remaining for fiscal year.
- The annual maximum hours for Community Service Leave is 16.
- The employee has not received disciplinary action(s) within the past 6 months;
- Community Service Leave must be during the employee's normal work hours.
- Community Service Leave may be taken in 15 minute increments.
- Employee must receive Supervisor's approval prior to taking their community service leave.
- Employees must provide their Supervisor with the signed Community Service Leave form from the organization in which they provided service upon their return to work.

Part time proration:

Work schedule of 40 hours per pay period = 8 hours of Community Service Leave

Work schedule of 50 hours per pay period = 10 hours of Community Service Leave

Work schedule of 60 hours per pay period = 12 hours of Community Service Leave

Work schedule of 70 hours per pay period = 14 hours of Community Service Leave

Approval of Leave:

- Employees must receive approval from their supervisor to use this leave.
- The supervisor or other department Supervisor may require that the leave be taken at a time other than the one requested, based on the needs of the department.
- Supervisors should use their discretion in approving or denying Community Service Leave requests.
- Leave shall only be requested and approved for community service that occurs during the employee's regularly scheduled hours of work.
- Reasonable travel time may be included in approved time for community service, but only for the time that intersects the employee's regular work schedule. The majority of the leave shall be used for direct volunteer service.

Acceptable Community Service Leaves:

- Performing school-approved volunteer service approved by a teacher, school administrator, or program administrator.
 - Examples include: chaperoning field trips, proctoring exams, reading to classes, tutoring/mentoring, etc.
- Performing a service for a community service organization.

Community Service Leave Notes:

- Service **does not** include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities.

- Service **would** include activities supported by religious organizations such as working in soup kitchens, homeless shelters, or other community activities.
- Volunteer service is for service for which the employee is not receiving pay or other benefits from the organization.
- Community Service Leave hours do not count toward overtime hours. Employees should follow the standard “netting rules” when using Community Service Leave as they do for their other paid leaves.
- Employees shall not be considered a volunteer if the person is employed by Guilford County performing the same type of work for which the person proposes to volunteer.
- Service may include serving inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the service. Vacation leave rather than Community Service leave must be used if the employee is receiving pay for the "inside" poll work or if the employee is distributing brochures, transporting voters or other partisan campaigning outside of the polls.
- Service for a fundraising event is eligible for Community Service Leave if there is a bona-fide volunteer relationship and the fundraising event is directly sponsored and supported by an eligible community service organization. For example, playing in a golf tournament that is raising money for the American Cancer Society is **not** considered a volunteer activity that would be eligible for Community Service Leave; however, setting up tents, handling parking and registration, or serving at the food tent at the fundraising golf event **would** be considered a volunteer activity and would be eligible for community service leave. Volunteering at a fundraising event for an individual citizen or political party is not eligible for Community Service Leave.
- Disaster relief service must be performed through a recognized eligible disaster relief organization; example, the American Red Cross.
- Community Service Leave should not be used for on-site visits to colleges for the purpose of selecting a college, or to attend college orientations or assist with moving the child in and out of the on-campus housing, or for attendance at college graduations.
- Time spent in administrative duties such as attending organization meetings, electing officials, or attending social events sponsored by an organization shall not be covered by Community Service Leave.
- The Community Service Leave is in addition to the current Parental Leave Policy. Employees who qualify for Regulation 40: Parental School Leave are also eligible for the Community Service Leave benefit

Non-Cumulative:

Leave not taken by the end of the fiscal year (July 1-June 30) will be forfeited.

Separation:

Community Service Leave will not be paid upon separation from employment.

Record Keeping

Community Service leave is identified separately from all other paid leave within the timekeeping system. Employees and supervisors are responsible for timely and accurately reporting the use of Community Service leave on the employee's time card.

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