

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES COMMUNITY INVOLVEMENT LEAVE	Policy 3.2.15
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A. Purpose - In recognition of the College's interests in supporting our community and supporting employees who wish to volunteer within their community, educational institutions, schools, State agencies, and not-for-profit organizations, and recognizing the commitment of College employees to engage in volunteer service, Community Service Leave, within the parameters outlined below, may be granted to:

- Any employee for a volunteer activity in a not-for-profit Community Service Organization (as defined within Procedure 3.2.15.1), or
- Any employee for a volunteer activity in the schools; or
- Any employee for volunteering in a State of North Carolina Public University, Community College System, or State agency provided that the service is outside of the employee's normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for the services rendered.

B. Amount of Leave

- Full-time employees may take up to twenty-four (24) hours of paid leave each year. The leave will be prorated and credited to new employees upon hire.
- Leave may be requested in quarter-hour increments.
- Separated employees that are re-employed within the same calendar year are credited Community Service Leave the same as newly hired employees; however, the combination of reemployment credit hours and total hours used prior to separation in the same calendar year cannot exceed the annual 24-hour maximum leave benefit.

C. Community Involvement

Community service, for this purpose, is defined as:

- Performing a service for a community service organization;
- Performing volunteer service for a public university that is approved by a university administrator or other authorized university official;
- Performing volunteer service for a community college that is approved by a community college administrator or other authorized community college official, or,
- Performing volunteer service for a State agency that is approved by the agency head or his/her designee.
- Performing school-approved volunteer service approved by a teacher, school administrator, or program administrator.

D. Approval of Leave

- Employees must receive approval from their immediate supervisor to use this leave. The College may require acceptable proof that leave taken is within the purpose of this policy and a forty-eight (48) hour advanced notice.
- The College will endeavor to grant the leave as requested by the employee but, based on the College's needs, the leave may need to be taken at a different time.
- Leave shall only be requested and approved for community service that occurs during the employee's regularly scheduled hours of work.
- The College may require acceptable proof that leave is being utilized in accordance with the purpose of this policy.
- 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.
- Leave not taken in the year in which it is earned will be forfeited.
- This leave does not carry any cash value upon separation from the College.

Adopted: 11-10-2020

Revised: 09-06-2022