

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES COMMUNITY INVOLVEMENT LEAVE	Procedure 3.2.15.1
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The College is pleased to offer Community Involvement Leave to full-time employees. This leave is intended to support volunteerism and community support.

This Procedure document supports Policy 3.2.15 **Community Involvement Leave**.

A. Covered Employees

1. Full-time employees of Haywood Community College are eligible to receive twenty-four (24) hours of paid leave each year under this policy. A full-time employee is any individual who occupies a College designated full-time position working 40 hours per week.

Please refer to Procedure 3.1.2.1 and 3.1.3.2 for further definitions of employment.

B. Administration of Leave

1. The twenty-four hours of leave will be credited to employees at the beginning of each fiscal year.

C. Information Regarding the Leave

1. 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 volunteering in soup kitchens, homeless shelters or other community activities.
2. 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.
3. 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.

4. Disaster relief service must be performed through a recognized eligible disaster relief organization; example, the American Red Cross.
 5. Community Service leave for volunteer service is meant to be used for actual service time. Time spent training to be a volunteer is not covered by Community Service Leave. Also, 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.
 6. This leave is separate from Child Involvement Leave (Policy 3.2.14). The main difference is this Community Involvement Leave covers active service and volunteerism.
- D. Transfers - If an employee transfers from another employer that might have adopted a similar leave provision, any balance would not be transferred to Haywood Community College.
- E. Not Cumulative - Leave not taken by the end of the calendar year is forfeited; it shall not be carried into the next calendar year.
- F. Separation - Employees shall not be paid for such unused leave at separation.
- G. Records - The use of Community Service leave shall be reported separately from all other paid leave. Employees and supervisors are responsible for timely and accurately reporting the use of Community Service leave on the employee's time record.
- H. Partisan Political Involvement - Partisan political activity during College time and the use of College equipment or property for any community service are not permitted. Special care must be taken to avoid any possible interpretation that the College is, in fact, permitting time off and in so doing supporting a political candidacy. Employees engaging in political activity must do so in accordance with G.S. 126-13 of the Human Resources Act.
- I. Definitions - Following are definitions of terms used in this procedure:

Terms	Definition
Community Service	The act of supporting citizens of North Carolina through volunteer service.
Volunteer	A person who willingly chooses to perform hours of service for civic, charitable or humanitarian reasons without promise or expectation of compensation for services provided.
State Agency	A State government agency that is authorized to operate under the laws of the State of North Carolina.
Community Service Organization	A not-for-profit, non- partisan community organization which designated as an IRS Code 501(c)(3) agency, or a human service

	<p>organization licensed or accredited to serve citizens in need.</p> <p>Special Advisory Note: Although religious organizations may be 501(c)(3) agencies, this leave does not apply to activities designed to promote religious beliefs.</p>
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Adopted: 12-01-2020