



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-HUM-67

Title: Community Service Leave

Description: To provide employees paid opportunities to serve the communities where we live and work.

Category: Human Resources

Applies to: staff, faculty

Contact: Human Resources

Purpose: To provide eligible employees with paid time off to volunteer for external community service. An employee is eligible to take the equivalent of up to two regularly scheduled workdays to a maximum of sixteen (16) hours per fiscal year for external community activities. Community Service Leave must be requested in advance and approved by the immediate supervisor.

Policy Statement: All permanent benefitted staff and faculty who have completed six months of employment are eligible to participate;

Leave shall be taken in no less than 1/2 day increments;

Participation is a privilege, not an entitlement;

Employees must meet the performance expectations of their jobs to remain eligible to participate;

Employees must submit a leave request (link below) to their supervisor in advance for approval, and include the name of the organization where he or she is volunteering. Staffing levels and university business needs will be considered in determining whether to allow the time off on the day(s) requested;

Upon approval from supervisor, an employee must register his/her service hours through the Volunteer & Service Learning Center (VSLC) website (link below).

Community Service must be non-paid to the employee by the charity or organization;

Community Service Leave does not accumulate, or carry over year-to-year, and there is no cash value. It is a "use it or lose it" benefit;

The service must benefit the external communities where we live and/or work. (Work for political campaigns are excluded.)

University designated activities, such as the United Way campaign and the Heart Walk, do not require the use of community service leave to participate.

Glossary of Terms:

Legal

Citation:

Campus [Recording Your Service Hours](#)

Links: [Request/Approval of Leave For](#)

FAQs:

**Formerly
known as:**

Approved on: 09/16/2013

**Effective
date:** 09/09/2013

Keyword(s): community, leave, volunteer, service

**Last review
date:** 09/11/2013

Date posted: 09/16/2013

Modified By:

Date 09/16/2013

Modified: