

## **2-15 Community Service Leave**

In recognition of the diverse needs for volunteers to support schools, communities, citizens and nonprofit organizations, and recognizing the commitment of employees to engage in volunteer service, Community Service Leave, within the parameters outlined below, may be granted to:

- parents for involvement with their child in the schools
- any employee for volunteer activity in the schools; or
- any employee for volunteer activity in a nonprofit Community Service Organization.

Employees may take leave under this policy to

1. Meet with a teacher or administrator of any elementary school, middle school, high school, or childcare program authorized to operate under the laws of the State of North Carolina concerning the employee's children, stepchildren, or children over whom the employee has custody.
2. Attend any function sponsored by the school or childcare program as defined in subparagraph a. above in which the children, stepchildren, or children over whom the employee has custody are participating. This provision shall be utilized only in conjunction with non-athletic programs that are a part of or supplement to the school's or daycare's academic or artistic program.
3. Perform school-approved volunteer work approved by a teacher, school administrator, or program administrator by any employee without regard to parental status.
4. Perform a service for a community service organization. (A nonprofit, non-partisan community organization which is designated as an IRS Code 501(c)(3) agency or a human service organization licensed or accredited to serve citizens with special needs including children, youth and the elderly. Note: Although religious organizations may be 501(c)(3) agencies, this leave does not apply to activities designed to promote religious beliefs.)

### **Amount of Leave**

Leave will be granted for eight (8) hours on July 1 of each fiscal year. New employees will be credited with the full eight (8) hours of leave immediately upon employment.

Chapter Name:	<b>Personnel Policies</b>	<b>Policy 2-15</b>
Policy Title:	<b>Community Service Leave</b>	
Date Approved:	<u>10/94</u>	
Date Revised:	<u>02/03, 04/11, 10/15</u>	

### **Approval of Leave**

Employees must request prior approval from their supervisor giving the date, time, and purpose for the leave. Faculty members must make arrangements for class coverage or for a revised class schedule, which reflects make up dates for missed class time. The supervisor may require that the leave be taken at a different time based upon the workload.

If an employee transfers to another state agency, any balance of this leave not used shall be transferred to the new employer. However, leave not taken in a fiscal year will be forfeited and is not carried over into the next year. Employees terminating employment are not entitled to payment for the remaining balance of any unused school involvement leave.