



## College of The Albemarle Policy

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**Title: Community Service & Child Involvement Leave**

**Related Policy and Procedures: Policy 3.2.4: Leave**

**Division of Responsibility: Human Resources**

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### **A. Purpose**

The purpose of the Community Service & Child Involvement Leave policy is to support and encourage employee engagement in activities that strengthen North Carolina communities. Consistent with North Carolina Community College System (NCCCS) and State of North Carolina community service guidelines, this leave provides employees the opportunity to participate in educational, civic, and community-oriented service activities that enhance the well-being and development of the state's residents.

Eligible employees may use leave under this policy to participate in the following approved activities:

#### **1. Educational Involvement and Support**

Employees may use leave to support the education, development, and well-being of youth in North Carolina by participating in activities such as:

- Meeting with a teacher, school administrator, or child care program administrator regarding the academic or developmental needs of a child for whom the employee is a parent, step-parent, guardian, or person standing in loco parentis.
- Attending non-athletic, school-sponsored or childcare-sponsored functions that support student learning, academic progress, or artistic development.
- Participating in school-approved volunteer activities, including tutoring, mentoring, classroom assistance, or other service that supports school operations or student success.
- For purposes of this policy, "school" includes any public, private, nonprofit, charter, or faith-based school; preschool; or licensed childcare facility operating under North Carolina law.

#### **2. Community Service Activities**

Employees may perform volunteer service—regardless of parental or guardian status—with community-based organizations that contribute to the health, safety, education, or civic improvement of North Carolina communities. Qualifying organizations include:

- Nonprofit, non-partisan organizations designated as 501(c)(3);
- Community service agencies that support human services, social services, food insecurity, disaster response, environmental conservation, public health, housing, or similar community needs;



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- Civic, cultural, or community-based organizations offering programs that improve quality of life or provide support to underserved populations.
- Community service activities may include, but are not limited to:
- Volunteering at community shelters, food banks, or nonprofit service organizations;
- Participating in literacy programs, mentoring programs, or community education initiatives;
- Assisting with community beautification, environmental stewardship, or neighborhood improvement projects;
- Contributing to civic engagement or public service projects that are non-partisan in nature.

### 3. **Restrictions**

Community service leave may not be used for political advocacy, partisan activities, or events designed primarily for fundraising unless the employee is performing approved volunteer duties for a qualifying nonprofit organization.

### **B. Amount of Leave**

Eligible employees, including new employees, are granted up to sixteen (16) hours of paid Community Service & Child Involvement Leave each fiscal year, credited on July 1.

Leave must be taken in increments of at least fifteen (15) minutes.

Leave does not accumulate or carry over. Any unused leave at the end of the fiscal year is forfeited.

### **C. Approval of Leave**

Employees must request and receive approval from their immediate supervisor prior to taking leave. A minimum of forty-eight (48) hours of advance notice may be required. Supervisors may request reasonable documentation verifying that the activity meets the purpose of this policy.

The College will make every effort to approve leave at the time requested; however, operational needs may require scheduling adjustments.

Misuse of leave or falsification of documentation may result in disciplinary action under College policy.



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June 13, 2023

April 14, 2026

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**