

**University Policy 200.13**  
**LEAVE TO PROVIDE COMMUNITY SERVICE**

**Responsible Administrator:** Office of the President

**Responsible Office:** Office of Human Resources

**Originally Issued:** August 2006

**Revision Date:**

**Authority:** Office of the President

**Policy Statement**

It is the policy of Claflin University to provide Community Service Leave to full-time and part-time twelve month salaried employees. This type of leave is not accrued or credited it is a benefit to support employees in their participation in school-related matters, youth activities, and community involvement. It is the University's objective to provide employees with **PAID** leave from work to participate in community activities in order to promote employees' involvement in the education of youth, assistance to schools, community service, and general participation through volunteerism.

**Statement of Purpose**

This policy establishes guidelines for the administration of the community service program. Leave to provide community service allows full-time employees to take time off from work with pay for services within their schools and communities. A maximum of 8 hours of paid leave (4 hours for part-time twelve-month employees) per fiscal year will be made available to current employees on July 1 of each year. This leave may be used only for providing community service as outlined in this policy.

**Applicability**

This policy is applicable to all administrators, faculty, staff and hourly employees. Probationary employees are not eligible for this benefit.

**PROCEDURES**

**Amount/Availability of Leave**

The rate at which an employee is provided leave to perform community service is based upon a uniform policy. A maximum of 8 hours (4 hours for part-time twelve-month salaried employees) of paid leave per calendar year will be made available to current full-time employees on July 1 of each year. The number of leave hours granted to provide community service is the same for all full-time employees.

## **Use of Leave**

Leave under this policy may be used **ONLY** for providing community service as outlined below:

### **Community Service Activities**

Employees, who are members of volunteer fire departments and rescue squads, or auxiliary units thereof, may be granted paid leave under this policy to:

- ✓ Respond to emergency situations during their working hours at the University; or
- ✓ Arrive after the normal beginning of their work shift if an emergency situation to which they responded outside their normal work hours continues beyond the normal beginning of their work shift at the University.

### **Other Community Service Assistance**

Employees may be granted paid leave under this policy to provide "hands-on" voluntary services to their communities as part of an organized community service project sponsored by a community service organization. For example, an employee could be granted community service leave to deliver meals to the elderly or to needy community citizens; however, community service leave would not be appropriate to attend a planning meeting or social event for the organization providing these services.

### **School Assistance**

Employees with children may be granted paid leave under this policy to:

- ✓ Meet with a teacher or administrator of a public or **PRIVATE** preschool, elementary school, middle school, or high school concerning their children, step-children, or children for whom the employee has legal custody; or
- ✓ Attend a school function in which such children are participating.

Any employee may be granted paid leave under this policy to perform volunteer work approved by any teacher or school administrator to assist a public preschool, elementary school, middle school, or high school.

### **Home School**

Employees may be granted paid leave under this policy to assist in the education of their child (stepchild or child for whom the employee has legal

custody) in state-approved home education curricula, including, meetings with local school board officials and required field trips.

### **Duration of Leave**

#### No Carryover

- Community service leave that is not used in a fiscal year will not be carried forward to the next fiscal year.

#### No Payout

- Employees will not receive payment for unused community service leave upon separation from the University.

### **Approval of Leave**

Employees must receive approval from their supervisors prior to using community service leave. Additionally, if response to emergency situations as a member of a volunteer fire department or rescue squad will result in tardiness to work, employees must notify their supervisors as promptly as possible.

Supervisors may require written verification from an official of the community service organization for use of community service leave. If the leave is used for school assistance, written verification should be from a school administrator or teacher.

### **Scheduling of Leave**

Supervisors should attempt to approve leave at the time requested by the employees, but have the discretion to disapprove the leave if it will significantly impact the University operations.

The University may determine that it is not possible to release certain employees under this policy who are in direct care or public safety positions, such as Law Enforcement personnel, due to staffing requirements. When adequate and capable back-up staff is readily available or scheduling adjustments are feasible, an employee's request should be granted. If supervisors are unable to grant community service leave requests, the employees should be informed as soon as possible after the decision is made.

