

Policy Title: Community Service Leave

Policy Summary: Employee Eligibility and Availability of Leave to Pursue Community Service Opportunities

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

Employee eligibility and availability of leave to pursue community service opportunities.

Purpose

Community service leave is a paid time off benefit designed to all University employees to support community service volunteer activities for schools and non-profit organizations.

Scope

This policy makes community service leave available to Drake University employees to encourage employees to participate in volunteer and service activities. Employees paid by contracts or grants must follow the regulatory requirements of the specific fund source and may not be eligible for community service leave.

Policy

Community Service Leave

Drake University recognizes the importance of community involvement and encourages employees to participate in volunteer and service activities. Community service leave allows staff the opportunity to participate in community service activities that occur during regularly scheduled work hours, without using vacation or personal time. Community service leave is to be requested and approved by each manager in advance. Employees paid by contracts or grants must follow the regulatory requirements of the specific fund source and may not be eligible for community service leave.

Community service leave is a paid time off benefit designed to support community service volunteer activities for schools and non-profit organizations and can be used for:

- Volunteer or service work for a non-profit community service organization
- Volunteer work at a school, including the school of your children or grandchildren (including field trips, events and school –related service projects)
- Participation in a Drake sponsored community service activity*
- Blood, bone marrow, and organ donation
- Disaster relief and emergency volunteer activities

**Employees who perform community service as part of their regular job duties need not take community service leave to participate in those activities (e.g. student life staff who plan, organize, or assist with student service activities).*

Community service leave does not include any activity for which you would otherwise receive

compensation. It also does not include attendance or participation in any activity or event in which no service or work is performed.

Eligibility and Available Leave

Full-time staff may receive up to eight hours of paid leave to engage in community service each fiscal year (July 1 – June 30). Part-time staff working 20 or more hours per week may receive up to four hours of paid leave to engage in community service each fiscal year. These hours do not accrue, do not count as hours worked for purposes of overtime, and are not paid out upon separation from the University.

Requesting Community Service Leave

Requests for leave must be made in writing using the Community Service Leave Request Form and approved by the employee’s manager. Requests for approval of leave should ordinarily be submitted at least two weeks in advance of the proposed leave. Community service leave may be taken in one hour increments and may be used for one-time or recurring community service opportunities.

The [Community Service Leave Form](#) is available in the Forms Library.

Last Review Date: January 2021

Effective Date: July 2016