

VOLUNTEER TIME OFF PROGRAM AND POLICY

I. PURPOSE

The purpose of SVCE's volunteer program (VTO) is to:

1. Support volunteer activities that enhance and serve communities in which we live and work.
2. Support communities that are impacted by disasters.
3. Address issues that impact quality of life.

II. POLICY

Amount of Time

All regular full-time and part-time employees can volunteer up to 40 hours per calendar year with a 501(c)(3) nonprofit or its U.S. equivalent in accordance with SVCE's giving and volunteering guidelines. More than one organization may be chosen. If you are not sure of the status of your chosen organization, please contact the Director of Finance and Administration for guidelines.

- Employees will be paid at their normal pay rate for the volunteer hours taken.
- No more than 2 days per quarter.
- Minimum of 2 hours per opportunity.
- VTO is refreshed at the beginning of the each calendar year and cannot be accrued or carried-over into the following year – "use it or lose it" policy.
- Usage of this time does not affect PTO or Management Leave usage.

Note: Disaster Response Volunteering is managed separately based on individual skill sets and community needs. Please contact Finance and Administration for guidelines and to request clarification.

Eligibility

All full time regular employees of SVCE are eligible to participate in this program after one month from date-of-hire. The employee must be in good standing. The employee must provide reasonable notice to their supervisor and work demands can take priority over the VTO request. Employees can choose a charity of their choice or work together with other CCAs on a team volunteer activity.

Ineligibility

Employees are ineligible to participate in the VTO program if:

- The employee is on a Performance Improvement Plan.
- The employee's employment with SVCE terminates for any reason.
- The VTO program is discontinued. SVCE reserves the right to modify, amend, suspend or discontinue this program at any time without prior notice. SVCE also reserves the right to revoke approval if it is felt that the employee is misusing the program.

Approval Process

Employees must complete the VTO request form and submit to his/her supervisor at least one week before the requested time off. The supervisor should consult with Finance and Administration with any questions or concerns before approving or denying the request. Approval is at the discretion of the employee's supervisor and Finance and Administration.

Examples of Appropriate Uses for VTO:

- Building a house for Habitat for Humanity
- Volunteering at a food bank
- Cleaning up a beach, park or trail
- Volunteering at a local hospital
- Judging a science fair competition
- Serving on a nonprofit board

Category: Human Resources

Examples of Inappropriate Uses for VTO:

- Coaching your child's basketball team
- Serving as your child's scout leader
- Attending a professional, religious, or personal interest conference
- Taking a ski vacation and charitably giving ski lessons
- Judging a beauty pageant

VTO may not be used for organizations that discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, national origin or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.

VOLUNTEER TIME OFF REQUEST FORM

Date of Request: _____

Employee Name: _____

Charitable Organization Information:

Name: _____

Address: _____

City/State/Zip: _____

Website: _____

Date and Time of requested VTO: _____

Total # of hours requested _____

Description of volunteer activity you would like to do: _____

I certify that the information provided is complete and correct to the best of my knowledge. By signing below, I verify that the volunteer efforts and recipient organization meet SVCE's VTO guidelines.

Employee Signature/Date_____
Manager Supervisor/Date