



Authority State Personnel Commission, UNC Board of Governors
Title Community Service Leave Policy
Responsible Office Human Resources
Subject Leave
Applies to Faculty in Leave Earning Positions, EPA Non-faculty and SPA employees

History: First issued:

Additional References: OSP Community Service Leave Policy, Employment Policies for EPA Non-faculty Employees

Related Policies: Vacation Leave, Limitations on Political Activity

1. POLICY STATEMENT

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

- parents for child involvement in the schools (as defined below)
- any employee for volunteer activity in the schools or in a Community Service Organization (as defined below), or
- any employee for tutoring and mentoring in the schools.

In addition, there are special guidelines outlined at the end of this policy for Emergency Services, Blood and Bone Marrow Donorship and Disaster Service Volunteers with the American Red Cross.

2. DEFINITIONS

“Community Service” is:

- meeting with a teacher or administrator concerning the employee's child,

- attending any function sponsored by the school in which the employee's child is participating. This provision shall only be utilized in conjunction with nonathletic programs that are a part or supplement to the school's academic or artistic program,
- performing school-approved volunteer work approved by a teacher, school administrator, or program administrator, or
- performing a service for a community service organization.

Note: "Community Service" does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or raising funds to support religious activities. "Community Service" would include activities supported by religious organizations such as working in soup kitchens, homeless shelters or other community activities.

A "**School**" (public or private) is one that is authorized to operate under the laws of the State of North Carolina and is:

- An elementary school,
- A middle school,
- A high school, or
- A child care program

A "**Child**" is a son or daughter who is:

- A biological child,
- An adopted child,
- A foster child,
- A step-child,
- A legal ward, or
- A child for whom the employee serves in the role of parent.

A "**Community Service Organization**" is a non-profit, 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.

3. ELIGIBILITY

Full-time permanent employees (including SPA, EPA Non-faculty and Faculty who earn leave) receive twenty-four (24) hours per calendar year OR one hour per week (up to a maximum of 36 hours) for a mentoring/tutoring program in a school. Part-time

employees regularly scheduled to work 20-39 hours per week receive a pro-rated number of community service leave hours.

Temporary employees or employees scheduled to work less than twenty (20) hours per week are not eligible for community service leave.

4. LEAVE EARNINGS

Twenty-four hours (24) of paid leave shall be credited to each eligible employee on January 1 of each year, unless the employee chooses the mentoring/tutoring option. New employees shall be credited with leave immediately upon their employment, prorated at two hours per month for the remainder of the calendar year.

The amount of community service leave for tutoring/mentoring is one (1) hour of community service leave for each week, up to a maximum of 36 hours, that schools are in session as documented by the elected board of the local education agency or the governing authority of any non-public school.

Note: Any time used for tutoring/mentoring, including time spent traveling to and from the school, must be accounted for either by the use of community service leave or other leave policies.

If the employee changes options during the calendar year, the maximum number of hours available will equal the number of hours available for the new option, less any hours already used.

Community service leave is cumulative only through December 31 of each year. Any community service leave that is not used by midnight on December 31 is cancelled. It does not carry over to the next calendar year.

5. MANAGING COMMUNITY SERVICE LEAVE

Community service leave must be requested at least forty-eight (48) hours in advance and may not be used without management's approval. When considering a request for community service leave, management will consider both the employee's request and the operating needs of the office.

If an employee transfers to another state agency, any community service leave balance transfers to the new agency. If an employee leaves state service, all unused community service leave is canceled. There is no payout for unused community service leave.

Since an employee receives the full amount of leave to which he/she is entitled for the calendar year on January 1 or when employment begins, no additional community service leave can be advanced. An employee is not allowed to have a negative community service leave balance. If, however, a negative balance exists at year end, it must be

deducted from the employee's pay or the employee must account for the balance using accrued vacation leave, bonus leave, compensatory time off, travel time off or equal time off. A negative balance at the time of separation, including transfer to a public school, community college or local Department of Human Resources agency, must be deducted from the employee's final paycheck or repaid with other time off.

6. ADDITIONAL TIME OFF FOR SIGNIFICANT COMMUNITY SERVICE ACTIVITY

Management may allow an employee additional time away from regular duties above the twenty-four (24) hours of paid leave to perform significant community service; however, the employee must make up such additional time. For wage-hour non-exempt employees, any hours worked in excess of 40 hours in a work week must be compensated as overtime. Under normal circumstances, a non-exempt employee may not work overtime to repay time taken off for significant community service activity. Wage-hour exempt employees can make up the time in any week in which management has approved the additional work.

7. SPECIAL PROVISIONS

In addition to the above leave provisions, there are special guidelines that apply to Emergency Services, to Blood, Bone Marrow and Organ Donorship and to Disaster Service Volunteers with the American Red Cross. Management may grant reasonable time off with pay for these activities. This time is in addition to the twenty-four (24) hours of community service leave and does not have to be made up or paid back.

Emergency Services

A bona fide emergency is defined as a real or imminent danger to life or property. Each department is responsible for determining whether or not a need for such services exists within a given area. Management may require sufficient proof of the employee's membership in an emergency volunteer organization and that the performance of such emergency services will not unreasonably hinder office operations for which the employee is responsible.

Blood, Bone Marrow and Organ Donorship

Permanent employees are encouraged to use the opportunity to participate in "life giving" programs through blood and bone marrow donorship and for pheresis procedures. Participating employees shall be given reasonable time off with pay to cover time of donation and recovery, plus travel if during work time. For organ donation, employees may be given time off with pay for up to thirty (30) calendar days.

Disaster Services

An employee who is a disaster service volunteer of the American Red Cross may be granted leave with pay not to exceed fifteen (15) work days in a 12-month period to participate in specialized disaster relief services when requested by the Red Cross. The employee must have completed the required training for the specialty, be registered with the Red Cross, and be requested by the Red Cross.

The disaster must be designated at Level III or higher in the American Red Cross Regulations and Procedures. Management will use its discretion to approve or disapprove requests for leave to perform disaster volunteer services based on the needs of the work unit.

While performing such volunteer service, the employee is paid at his/her regular rate of pay. There is no charge to the employee's leave balances. Duties performed as a volunteer are not counted as work time for purposes of calculating overtime. The University is not liable for workers' compensation claims arising from an accident or injury while the employee is on a disaster service assignment.

8. POLITICAL ACTIVITY AND VOTING

Community service leave may not be used for any partisan political activity, including soliciting funds for votes for a political candidate or working for the election of a candidate.

In general, employees cannot use work time for voting, because polls are open for 12 hours or more on Election Day. Employees are to vote on their own time either before or after their regular work schedule. Management has the discretion to allow flexible work scheduling to accommodate voting employees. If an employee wishes to take time off during scheduled work hours, vacation leave (or other appropriate time off) must be recorded.

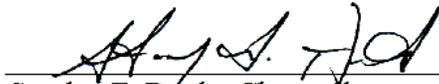
EXCEPTION: In a limited number of cases, an employee may live at such a distance from work that it is not possible to vote in the morning and still make it to work on time, or to work the full schedule and make it to the polls before they close. In these limited situations, management may excuse a reasonable amount of time off with pay with no charge to leave, so that the employee may participate in the voting process.

Approved:



Linda R. McAbee, Vice Chancellor for Human Resources

Date: 1/10/08



Stanley F. Battle, Chancellor

Date: 1/10/08