

NUMBER: 1437
TITLE: School Assistance and Volunteer Service Leave Policy
APPROVED: June 13, 2008

This type of leave permits (or, in the case of volunteer fire and rescue service, requires) the university to grant AP faculty and 12-month faculty eligible for annual leave up to 16 hours of time off with pay per university fiscal year to provide volunteer services through eligible non-profit organizations within or outside their communities. Such service may be provided as a member of a service organization or through authorized school assistance. The policy supports the Governor's Commission on National and Community Service which encourages Virginians to dedicate service to others.

Service organizations are defined as those that (1) are community based or that have extensions of their organizations within a community and (2) provide services through voluntary efforts of citizens in the following ways:

- Relief to physically or mentally challenged persons;
- Relief to victims of natural disasters or catastrophes (refer to DHRM [Policy 4.17, Emergency/Disaster Leave](#) or contact Human Resources at 683-3042);
- Health services, emergency relief and shelter, transportation and preparation or delivery of meals;
- Other direct health or welfare services for the economically disadvantaged; or
- Community services which assist residents, including child and youth development.

AP faculty and eligible 12-month faculty 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 faculty member has legal custody; or
- attend a school function in which such children are participating.

Any AP faculty or eligible 12-month faculty 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.

Faculty must receive approval from their supervisors prior to using volunteer leave. Supervisors may require written verification from an official of the service organization for use of volunteer

leave. If the leave is used for school assistance, written verification should be from a school administrator or teacher.

Supervisors should attempt to approve leave at the time requested by faculty, but have discretion to disapprove leave if it would significantly impact departmental operations.

Supervisors may determine that it is not possible to release certain faculty under this policy, such as faculty in direct care or public safety positions, due to staffing requirements. When adequate, capable back-up staff is readily available, or if it is possible to adjust work schedules, faculty requests should be granted. If they are unable to grant volunteer leave requests, supervisors should inform affected faculty as soon as possible after the decision is made.

Leave not taken under this policy in a university fiscal year is not carried forward to the next year. There is no payment for unused volunteer leave upon separation from university service.