

COMMUNITY ENGAGEMENT VOLUNTEER LEAVE

APPROVAL AND CERTIFICATION OF VOLUNTEER LEAVE

EMPLOYEE NAME: ID:

REQUESTED LEAVE DATE(S):

TYPE OF COMMUNITY SERVICE (insert name of organization):

Non-Profit Organization:

Governmental Organization:

School or Health Care:

Public Charity:

Employee Date

Supervisor Date

Dean/Director Date

ORGANIZATION CERTIFICATION

This is to certify that participated as a Volunteer in Community Service on the following date:

at the following times: 8:00 – 12:00 o'clock and/or: 1:00 – 5:00 o'clock

Name of Organization Official Signature Date

## **COMMUNITY ENGAGEMENT VOLUNTEER LEAVE**

Florida Atlantic University encourages our employees to be involved in their communities by lending their voluntary support to programs that enrich the quality of life and opportunities for all citizens.

### **Qualifications:**

To be eligible to participate in the Community Service Volunteer Leave program, a full or part-time employee must be employed at least one year, have passed an applicable probationary period, and have consistent satisfactory performance without any disciplinary action for the prior twelve months. Temporary (OPS) employees are not eligible.

### **Leave Time:**

FAU will provide qualified full time employees with 8 hours of paid Community Service Volunteer Leave each calendar year. Leave can be taken as one full day or two half days. Leave for part time employees will be prorated based on FTE. Leave that is not used by December 31 of each year is forfeited and will not be carried into the next calendar year. Unused leave will not be paid out upon termination of employment.

### **Eligible Leave Usage:**

Employees may be granted paid time off under the provisions of Community Engagement Volunteer Leave in order to provide “hands-on” voluntary service to their communities for an eligible organization. An eligible organization is defined as a non-profit organization, governmental organization, public or private school, health care facility, or public charity. Some examples of eligible activities would include education or job skills training; neighborhood revitalization; soup kitchens, homeless shelters and food pantries; youth programs; civic improvement; senior programs; animal welfare; assisting voters at a polling facility (this must be non-partisan); public and private school approved activities; assisting at a hospital or nursing home; and arts and culture.

Employees may not use Community Service Volunteer Leave to participate in partisan political activities; religious activities or services which support or promote religious beliefs; or fundraising for an individual, political party, or religious entity. Community Service Volunteer Leave may only be used during regular work hours and may not be used for vacation, personal or sick leave purposes. Employees may not use this leave if they are being paid for the services they are providing. If the volunteer time is for less than a full day, the employee must return to work or use annual leave for the remainder of the day.

### **Leave Certification:**

Employees must complete a Community Service Volunteer Leave form and the form must be approved by the supervisor and the Dean or Director prior to the leave being taken. Supervisors should make every effort to approve the requested leave, however supervisors have the discretion to deny approval of the requested date of leave depending on the business needs of the department. After the leave request is approved, an official of the eligible organization must certify the employee’s participation as a volunteer. Employees have up to one week following the leave to submit the completed and certified Community Service Volunteer Leave form. If the form is not submitted in a timely manner, the employee will be required to use annual leave for the time off.

### **Acknowledgement:**

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**Employee**

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**Supervisor**