



Category	
POLICY: 2-72 Volunteer Service Leave	
Approval	
LT Approved:	
Effective Date:	07/01/2022
Revised:	07/01/2022
Responsible Party:	Vice President, People & Culture

WSU Tech is committed to activities that enhance and serve the communities in which we live and work.

The intention of this program is to create community engagement opportunities for WSU Tech employees that are meaningful, purposeful and helps those in need. At the same time, WSU Tech recognizes that participating in these activities will also enrich and inspire the lives of our employees.

Eligibility:

- This program applies to all fulltime employees with a minimum of one year of continuous employment with the College.
- On an annual basis (fiscal year), fulltime employees are allowed to use up to 8 hours of Volunteer Service Leave time to participate in a volunteer program.

Guidelines:

- It pays to give! Volunteer Service time will be considered paid time off, without using PTO. Employees can choose to volunteer with any 501(c)(3) nonprofit organization, K-12 school, or an event/program approved by People & Culture that benefits the community or the college.
- Volunteer Service time is to be used Monday through Friday during regularly scheduled hours.
- Faculty may not volunteer during teaching/class hours.
- Employees must request in advance and receive approval from their supervisor prior to scheduling Volunteer Service Leave. Supervisors have the discretion to deny approval depending on the business needs of the department.
- Employees will use Volunteer Service Leave in full hour increments. The pay rate will be the employees' current base salary on the day the leave is taken.
- Volunteer service hours are not considered hours worked in the computation of overtime hours.
- Employees will reflect the appropriate leave code on their timesheet. Supervisory approval of the employees completed/submitted timesheet also indicates approval of the Volunteer Service time.
- Volunteer Service Leave that is not taken will be forfeited at the conclusion of each fiscal year and will not be carried over into the next fiscal year.

- Employees will not be paid for the unused leave upon separation from employment.

Examples of appropriate uses of Volunteer Service Leave:

- Reading aloud to young children.
- Participating in organized youth mentoring programs.
- Guest lecturing in a high school.
- Volunteering at school sponsored events (excluding extra-curricular activities such as band, sports, or social events).
- Tutoring K-12 students.
- Building a house for Habitat for Humanity
- Volunteering at a local food bank
- Becoming a Big Brother/Big Sister
- Judging a science fair competition