

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>COMMUNITY SERVICE LEAVE</b>	Policy 4.02.19
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The purpose of community service leave is to support employees who wish to volunteer in schools, their communities, government agencies, and not-for-profit organizations. This leave also allows employees to attend meetings and events at their children's schools and childcare programs.

#### A. Definitions

1. "School" means any: (i) public school; (ii) private church school, church of religious charter or nonpublic school described in Parts 1 and 2 of Article 39 of Chapter 115C<sup>1</sup> of the General Statutes that regularly provides a course of grade school instruction; (iii) preschool; and (iv) childcare facility as defined in N.C.G.S. 110-86(3).
2. "Community service organization" means an organization recognized by the State or the federal government as a non-profit, tax-exempt organization, or a human services organization licensed or accredited to serve people with needs, including children, the disabled, and the elderly.
3. "Child" or "children" shall mean the employee's child, step-child, ward, or child which the employee has temporary or permanent custody.

#### B. Use of Leave

Employees may take community service leave (hereafter "leave") to:

1. Meet with a teacher or administrator of any elementary school, middle school, high school or childcare program authorized to operate under the laws of the state of North Carolina concerning the employee's children.
2. Attend any function sponsored by the school or childcare program in which the children, step-children, or children over whom the employee has custody are participating. This provision shall only be utilized in conjunction with non-athletic programs that are a part of or a supplement to the school's or daycare's academic or artistic program.
3. To perform services without regard to parental status, school-approved volunteer work approved by a teacher, school administrator, or program administrator, including tutoring or mentoring students.
4. To perform volunteer services for a community service organization or other state or local government agency, that is approved by an appropriate official of the organization or agency. This includes, but is not limited to:
  - Volunteering at polling places for the local or state board of elections.
  - Disaster relief through a recognized community service organization.
  - Volunteering for another college or university, so long as the service provided is outside of the employee's normal scope of duties and responsibilities at the College.
  - Serving as an unpaid guardian ad litem
  - Volunteering at a public library; and
  - Volunteering at a hospital, group home, or shelter.

Paid services for a school, community service organization, or government agency do not qualify for leave under this Policy. Participating in a community service organization's fundraising event,

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<sup>1</sup> You are not allowed to volunteer service at a home school, rather volunteer work has to be at a traditional public or private school.

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such as a golf tournament, is not eligible for leave under this policy; however, serving in a bona-fide volunteer relationship, such as assisting the organization in planning and operating the fundraising event, does qualify for this leave. Volunteering for an individual citizen or political candidate does not qualify for this leave. Services designed to promote religious beliefs such as teaching, leading religious assemblies, or raising funds to support religious activities are not eligible for this leave; however, services supported by a religious organization such as volunteering in a homeless shelter or soup kitchen do qualify for this leave.

C. Amount of Leave

1. Full-time, permanent employees, including new employees, may take up to twenty-four (24) hours of paid leave each fiscal year.
2. Temporary or interim employees, or employees working less than thirty (30) hours a week, are not granted leave under this policy.
3. Community service leave hours will be credited to employees on July 1 of each year. Employees beginning work after July 1 will receive a prorated amount of leave.
4. For each leave period requested, leave shall be taken in units of no less than one (1) hour.

D. Approval and Expiration of Leave

1. Employees must receive approval from their immediate supervisor to use this leave. A supervisor may require at least two days' advanced notice before an employee takes the leave and may require acceptable proof that the volunteer service in which the leave is used is eligible under this policy.
2. The College will endeavor to grant the leave as requested by the employee; however, based on the College's needs, the College may require the employee to take the leave at a different time.
3. Leave not taken in a fiscal year in which it is granted is forfeited. Employees shall not be paid for unused leave at separation.

Legal Reference: N.C.G.S. 95-28.3

Adopted: May 24, 2022

Effective: July 1, 2022