December 2014

4.417 Employee Day of Community Service

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## I. Overview

Antioch University encourages community involvement by providing all full time employees other than faculty an opportunity to serve their communities by volunteering their time to support the work and mission of local schools, non-profit organizations, and other charitable organizations.

## II. Eligibility and Use

In order to be eligible for the Antioch University Employee Day of Community Service, employees other than faculty must have successfully completed their 90-day introductory period and work in a regular full-time position. Paid time allotted for full-time employees will be determined by standard shift length. Eligible employees may participate in one paid day of service per fiscal year which can be taken on one day or in half-day increments of four hours over two days. The Employee Day of Community Service cannot be accrued or carried over into subsequent years.

## III. Approval

Questions regarding whether a particular non-profit organization qualifies under this policy should be directed to the Chief Human Resources Officer. The scheduling of an employee’s Day of Community Service must be approved by the employee’s supervisor and should not interfere with
University operations. Ordinarily, employees must request a Day of Community Service at least fourteen (14) calendar days in advance to allow for proper scheduling of work.

IV. Reporting and Recordkeeping

After employees have received supervisor authorization via the Antioch University Day of Community Service Approval Form 4.417:01, they should submit the completed form to Human Resources.

Employees paid on a monthly basis should record their Day of Community Service on the campus monthly leave calendar. Employees paid on a bi-weekly basis should record their Day of Community Service in Web Time Entry for the pay period in which it occurs.

Forms Cross Reference

| Employee Day Of Community Service Leave Approval Form | Form # 4.417:01 |
As part of the approval process, Antioch University requests information about the organizations benefitting from the Employee Day of Community Service in order to compile data concerning the community service of our employees.

Name: ___________________________ Ext. or Phone # ___________________________

Department/Program: ___________________________

Name of Organization: ___________________________

Date & Hours of Volunteer Service: ___________________________

Check the category that best describes the service activity (check all that apply). * See examples

- Tutoring/Education
- Public/Civic Management
- Elderly Care
- Health/Human Services
- Faith-based Assistance
- Diversity Issues
- Children/Youth Welfare
- Animal Welfare
- Women’s Issues
- Poverty Issues
- Environmental Issues
- Other: ___________________________

Please describe your intended volunteer activity, including the event name and location:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Employee Signature: ___________________________ Date: ___________________________

Supervisor Approval: ___________________________ Date: ___________________________