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4.417 Employee Day of Community Service

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ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Employee Day of Community Service Policy 4.417	
Human Resources Policies		Effective date: December 5, 2014	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	December 5, 2014
Revised			
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
University Human Resources Office	Chief Human Resources Officer	937-769-1375	All Full-time Employees Other Than Faculty

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, community services and other charitable organizations.*

II. Eligibility & 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

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

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.

Employees should submit their completed form to Human Resources and log their Day of Community Service on their monthly leave calendar or in Web Time Entry as discussed above after they have received supervisor authorization via the Antioch University Day of Service Approval Form 4.417:01.

**Questions concerning qualifying non-profit organizations should be directed to Human Resources.*

Forms Cross Reference

Employee Day Of Community Service Leave Approval Form	Form # 4.417:01
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EMPLOYEE DAY OF COMMUNITY SERVICE
LEAVE APPROVAL FORM

As part of the approval process, Antioch University requests information about the organizations benefitting from the Employee Day of Community Service in order to derive aggregated 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
- Elderly Care
- FaithBasedInstitution
- Children/Youth
- Poverty Issues
- Environmental

- Public/CivicManagement
- Health/HumanServices
- Diversity Issues
- Animal Welfare

Other:

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

Employee Signature: Date:

Supervisor Approval: Date:

Please return this form to the Human Resources Office

***Some Examples of Types of Community Service**

- Habitat for Humanity
- Soup Kitchen
- American Red Cross
- Blood Bank
- Animal Shelter
- Nursing Home
- Food Bank
- Big Brother / Big Sister
- Homeless Shelter
- United Way
- Greenpeace
- Church Youth Group
- American Cancer Society
- Salvation Army
- Hospital Volunteer