**Volunteer Time Off (VTO) Policy Template**

The Volunteer Time Off (VTO) Policy outlines the guidelines and procedures for employees who wish to engage in volunteer activities during regular work hours. This policy aims to encourage community involvement and support employees in contributing to charitable causes.

### **1. Eligibility:**

All full-time employees are eligible for Volunteer Time Off (VTO). Part-time employees are eligible on a prorated basis.

### **2. VTO Allocation:**

Each eligible employee is entitled to [insert number] hours of VTO per [insert time period], as determined by the company.

### **3. Approval Process:**

* Employees must request VTO in advance by submitting a request through the [insert HR or time-off management system].
* Requests should include details such as the date, duration, and purpose of the volunteer activity.

### **4. Limitations:**

* VTO cannot be used for activities that directly benefit the employee or their family.
* VTO should be scheduled during regular work hours and should not interfere with essential job functions.

### **5. Types of Volunteer Activities:**

VTO may be used for a variety of volunteer activities, including but not limited to:

* + Community service projects
  + Disaster relief efforts
  + Educational programs
  + Charitable events

### **6. Record-Keeping:**

Employees are required to accurately record VTO hours through the designated time-tracking system.

### **7. Employee Benefits During VTO:**

* Employees will continue to receive their regular salary and benefits during approved VTO.
* VTO will not impact vacation or sick leave balances.

### **8. Managerial Approval:**

Managers will review and approve VTO requests based on business needs and the employee's job responsibilities.

### **9. Notification to Team:**

Employees are encouraged to inform their team about their planned VTO in advance to ensure proper coverage and coordination.

### **10. Legal and Liability Considerations:**

* Employees engaging in volunteer activities must adhere to all applicable laws and regulations.
* The company assumes no liability for activities undertaken during VTO.

### **11. Annual VTO Reporting:**

The company may provide an annual report highlighting employee participation in volunteer activities.

### **12. Promotion of VTO Opportunities:**

The company may actively promote and encourage employees to participate in specific volunteer opportunities or charitable initiatives.

### **13. Policy Review:**

This policy will be periodically reviewed to ensure its effectiveness and alignment with company values.

### **14. Non-Retaliation:**

The company prohibits retaliation against employees who exercise their right to take VTO in accordance with this policy.

### **15. Modification of Policy:**

The company reserves the right to modify or terminate the VTO policy at its discretion, with appropriate notice to employees.

*Note: Customize this template to align with the specific practices and values of your organization. It's important to communicate the VTO policy clearly to all employees and make it easily accessible through company documentation.*