Volunteer Time Off Policy

Policy Number: HR-LOA-016 **Effective Date:** July 1, 2021 **Last Updated:** January 15, 2024 **Owner:** People Operations **Applies To:** All full-time employees globally

Purpose

NovaTech Solutions encourages employees to give back to their communities through volunteer work. This policy provides paid time off for volunteering with qualified charitable organizations.

Volunteer Time Off (VTO) Entitlement

Annual Entitlement

- **16 hours** (2 days) of paid VTO per calendar year
- Available to all full-time employees
- Part-time employees: Prorated based on FTE

Use Requirements

- Minimum of 4 hours per volunteer event
- Must be during regular work hours
- Cannot be cashed out or carried over

Qualifying Volunteer Activities

Eligible Activities

VTO may be used for volunteering with: - 501(c)(3) nonprofit organizations (US) - Registered charities (UK/India equivalent) - Schools and educational programs - Community service organizations - Environmental conservation projects - Disaster relief efforts - Skills-based volunteering (pro bono professional work)

Examples of Qualifying Activities

- Building homes with Habitat for Humanity
- Tutoring or mentoring students
- Serving at food banks or shelters
- Participating in beach or park cleanups

- Volunteering at animal shelters
- Pro bono consulting for nonprofits
- Coaching youth sports (registered organizations)
- Supporting disaster relief efforts

Ineligible Activities

- Political campaigns or advocacy
- Religious services (worship activities)
- Activities primarily benefiting family members
- Events where you receive compensation
- Fundraising events where you're a paid guest
- Board meetings (may qualify for civic duty instead)

Using Volunteer Time Off

Request Process

1. Identify volunteer opportunity with qualifying organization
2. Submit request in Workday at least **1 week** in advance
3. Select "Time Off" > "Volunteer Time Off"
4. Include organization name and activity description
5. Manager approves based on business needs

Documentation

- Organization name and website
- Brief description of volunteer activity
- Date and expected hours
- No formal proof of service required (trust-based)

Same-Day VTO

Spontaneous volunteer opportunities (disaster relief, blood drives, etc.) may be requested same-day with manager approval.

Company-Sponsored Volunteer Events

NovaTech Service Days

The company organizes quarterly volunteer events: - Time counts as work, not VTO (attendance is optional) - Activities organized by the Social Impact team -

Registration via #novatech-gives Slack channel - Local office-based and virtual options available

Team Volunteer Activities

Teams may organize volunteer activities: - Team activities during work hours count as work - Coordinate with your manager - Post-activity social time is optional

Skills-Based Volunteering

NovaTech encourages employees to share professional skills: - Mentoring aspiring tech professionals - Pro bono technical consulting for nonprofits - Teaching coding or digital skills - Board service for nonprofits (up to 8 hours VTO annually)

Skills-based volunteering is highly valued and counts toward VTO.

Manager Guidelines

Approving VTO

- Approve VTO whenever business needs permit
- Do not routinely deny VTO without specific business reason
- Encourage team members to use their VTO
- Consider team coverage for popular volunteer dates

Denying VTO

If VTO must be denied: - Provide explanation to employee - Suggest alternative dates when possible - Document reason for denial

VTO and Performance

- VTO usage will never negatively impact performance reviews
- Volunteer activities may be discussed as professional development
- Community involvement is valued at NovaTech

Matching Volunteer Hours

In addition to VTO, NovaTech provides: - **$25 per volunteer hour** donated to qualifying organizations - Maximum $500 per employee per year - Submit volunteer hours through Workday > Rewards > Volunteer Matching - Organization must be a registered charity

Frequently Asked Questions

Q: Can I volunteer on weekends and get time back during the week? A: No, VTO is specifically for volunteering during work hours. Weekend volunteering qualifies for the volunteer matching program but not VTO.

Q: Can I use VTO for ongoing commitments (e.g., weekly tutoring)? A: Yes, you may use VTO in 4-hour blocks for recurring volunteer commitments until your annual entitlement is used.

Q: What if my manager denies my VTO request? A: Discuss alternative dates. If you believe VTO is being routinely denied without reason, contact HR.

Q: Can I combine VTO with annual leave? A: Yes, you may take VTO adjacent to annual leave.

Q: Is volunteer travel time included? A: Reasonable travel time within the volunteer day is included, but VTO shouldn't be used primarily for travel.

Resources

Finding Volunteer Opportunities

- VolunteerMatch: volunteermatch.org
- Points of Light: pointsoflight.org
- Local United Way chapters
- #novatech-gives Slack channel

Organizing Team Volunteering

Contact the Social Impact team: social-impact@novatech.com

Contact

For questions about Volunteer Time Off, contact People Operations at hr@novatech.com or via #ask-hr on Slack.

Related Documents: Annual Leave Policy (HR-LOA-001), Charitable Giving Program (HR-BEN-020), Professional Development Policy (HR-DEV-001)