

Volunteer Time Off Policy

VOLUNTEER TIME OFF (VTO)

Employees will receive up to 8 hours of company-sponsored time per calendar year to volunteer at an organization, in accordance with our volunteering guidelines. The time may be split among days and more than one organization may be chosen.

- 2 half-days or 1 full day off for personal volunteering by the employee, or
- 2 half-days or 1 full day off for group volunteer activities, sponsored by SageSure

Eligible employees hired on or before September 30 of the current year will receive the full eight VTO hours at the beginning of the calendar year or their hire date, unless the program is amended or discontinued. Employees hired after September 30 of the current year will be awarded eight hours of VTO the following January.

This donated time will be considered paid time off, but not count towards the employee's accumulated PTO. The pay rate will be the employee's current base salary on the day(s) the time is taken. VTO hours expire at the end of the calendar year, and any unused hours will not roll over to the following year. Usage of this time or lack thereof does not affect PTO accrual or usage.

Charity Organization Requirement: The charity must be a registered not-for-profit 501(c)(3). **Examples of appropriate uses for company-sponsored VTO:**

- Building a house for Habitat for Humanity
- Volunteering at a food bank
- Volunteering at a fundraising event such as Race for the Cure, Relay for Life, etc.
- Cleaning up the beach, highway or park
- Coaching a basketball team of inner-city disadvantaged young adults
- Participating in Big Brother/Big Sister programs

Inappropriate examples:

- Taking a ski vacation and charitably giving ski lessons
- Coaching your child's basketball team
- Attending your child's PTA conference
- Attending a professional, religious, or personal interest conference
- Political activates

Approval Process:

- Submit a Volunteer Time Off Request via the Fidelity Time-Off Administration tool at least one week before the requested time off.



- Use the notes section of the VTO Request Form to list the organization where you will be volunteering.
- Managers must approve the VTO request in the time-off system, ensuring that the organization is a 501(c)(3) non-profit organization and that the activity follows the SageSure VTO requirements.
- VTO time requests must be approved prior to using the VTO benefit. Approval is at the discretion of the employee's manager and HR.

VTO Request Example:

Time Off Request

Step 1 - Select a Type:

Type: Volunteer Time Off (indicated by a red arrow) Current Balance: 0.00

Step 2 - Choose When:

Date Range: 01/05/2018 - 01/05/2018 Start Balance: 8.00

Start Time: 08:00 AM Hours Per Day: 8.00 End Balance: 0.00

Total work hours on 01/05/2018 : 0.00

Step 3 - Submit the Request:

Notes: Habitat for Humanity build (highlighted with a red box)

Cancel Submit

Any questions about the program should be directed to Human Resources.

