**Community Service Leave**

The College recognizes the commitment of the College’s staff and faculty to providing volunteer support of schools, communities, non-profit organizations, and the special needs of individuals. In support of employee efforts to engage in volunteer service, Community Service Leave may be granted to:

* Parents for child involvement in the schools.
* Any employee for volunteer activity in the schools or in a community service organization
* Any employee for volunteering in a public university or community college or State agency provided that the service is outside of the employee’s normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for services rendered.

For purposes of this policy the following definitions will apply:

Child: A son or daughter who is a biological child, adopted child, foster child, step-child, legal ward or a child of an employee standing in loco parentis

School: A child care program: an elementary, middle, or high school that is authorized to operate under the laws of the State of North Carolina

Community Service Organization: A non-profit, non-partisan community organization which is designated as a IRS Code 501 (c) (3) agency, or a human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly. Although religious organizations may be 501 (c) (3) organizations, this leave does not apply to activities designed to promote religious beliefs.

Consistent with institutional procedures and considerations for sick and annual leave, with approval of the employee’s supervisor an employee is eligible for Community Service Lease as follows:

|  |  |
| --- | --- |
| **Types of Appointment** | **Amount Granted** |
| Full-time – all types of appointment | 24 hours annually or 1 hour/week (up to a maximum of 36 hours) for mentoring/tutoring. |
| Part-time – non-teaching staff assigned 30 or more hours each week | Prorated – equal to percentage of full-time |
| Temporary or part-time staff assigned less than 30 hours of work each week | None |
| Part-time faculty | None |

The twenty-four (24) hours of community service leave will be credited to each employee on January 1 of year unless an employee chooses the mentoring/tutorial option described below. New employees will be credited with leave immediately upon their employment prorated at two hours per month for the remainder of their contract. Community Service Leave will be documented by the College consistent with practices for annual and sick leave. Faculty who use Community Service Leave will be allowed to use this leave in lieu of administrative hours identified in their assigned semester schedule.

**Option for Tutoring/Mentoring**

In lieu of the twenty-four (24) hour award as noted above, employees may elect to tutor or mentor in a school. Leave under this option must be used exclusively for tutoring or mentoring a student in accordance with guidelines determined and documented by joint agreement with the school. Community Service Leave may be granted for one (1) hour for each week, up to a maximum of 36 hours that the school is in session as defined by the school’s official calendar.

**Changing Options**

If an employee elects to change options during the calendar year, the maximum hours that may be granted is the maximum hours allowed under the new option less then number of hours that have been used for tutoring and mentoring.

**Community Service**

For purposes of this policy, community service is:

* Meeting with a teacher or administrator concerning the employee’s child.
* Attending any function sponsored by the school in which the employee’s child is participating. This provision applies to nonathletic programs that are part of or supplemental to the school’s academic or artistic program.
* Performing school-approved volunteer work approved by a teacher, school administrator, or program administrator.
* Performing a service for a community service organization.
* Performing volunteer work for a community college or public university that is approved by a college or university administrator or other authorized college or university official.
* Performing volunteer work for a State or County agency that is approved the agency head or his/her designee.

Service does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Service would include activities supported by religious organizations such as working in soup kitchens, homeless shelters, or other community activities.

**Approval of Leave**

Employees must receive approval for their supervisor to use this leave. A supervisor may require that the leave be taken at a time other than the one requested if the request cannot be reasonably accommodated within the needs of the College.

**Non-Cumulative**

Leave not taken is forfeited and may not be carried forward in the next calendar year.

**Separation**

Employees will not be paid for unused leave upon separation.