

## **Western Carolina University Community Service Leave**

The senior administration of Western Carolina University as well as the Center for Service Learning encourages employees to engage in volunteer services in support of schools, communities, and non-profit organizations.

Here are excerpts from the Community Service Leave Policy (#75):

*In recognition of the State's diverse needs for volunteers to support schools, communities, citizens and non-profit organizations, and recognizing the commitment of State employees to engage in volunteer services, the State Personnel Commission has approved a community service leave policy for SPA (subject to the State Personnel Act) employees. The Board of Governors has also adopted the policy for EPA (exempt from the State Personnel Act) employees. The following policy will govern the scope and operations of the community service leave policy at Western Carolina University.*

*Community Service Leave shall be available to all eligible SPA and EPA employees (permanent full-time and part-time employees with the latter being prorated) to encourage volunteerism in support of North Carolina's schools, communities, citizens and non-profit organizations. ...*

*An eligible employee shall be awarded twenty-four (24) hours of Community Service Leave annually which may be used for volunteer participation in the programs, services and organizations indicated below, or they may elect to receive an award equivalent to one (1) hour each week that a public school is in session. The latter award is to be used exclusively for mentoring or tutoring students in North Carolina schools. ...*

*Leave for Child Involvement and School Volunteerism: Employees may use all or part of their annual allotment of Community Service Leave to volunteer time in support of programs and services in public and private elementary, middle and high schools, and licensed public and private day care and pre-school settings. ...*

*Leave for Non-Profit Organization Volunteerism: Employees may use all or part of their annual 24-hour allotment of Community Service Leave to volunteer time in non-profit, non-partisan community organizations which are designated as 501(c)(3) agencies under the Internal Revenue Code, or human services organizations licensed or accredited to serve citizens with special needs including children, youth, and the elderly.*

*Leave for Tutoring and Mentoring in North Carolina Schools: In lieu of the 24-hour award as noted above, employees may elect to receive one (1) hour of volunteer leave for each week that public schools are in session as documented by a local Board of Education. This leave award shall be used exclusively for tutoring or mentoring a student in accordance with established standards, rules and guidelines for such arrangements as*

*determined and documented by joint agreement with the University and the school. A "school" is one that is authorized to operate under the laws of the State of North Carolina and is an elementary, middle or high school or a child care program.*

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