

## Community Service Leave (CSL)

The Center for Community Engagement and Service Learning coordinates and communicates service opportunities to staff and faculty that are eligible for CSL. [Subscribe](#) to our Monthly Outreach Highlights newsletter to receive information about upcoming volunteer opportunities in our surrounding communities!

### Quick Facts:

- Employees need prior approval from their supervisor to take CSL and may require validation of the service completed.
- Volunteer opportunities shared by the CCESL office have been vetted to qualify for CSL.
- **Leave shall only be requested and approved for community service that occurs during the employee's regularly scheduled hours of work.**
- Click the following link to learn more about [WCU Community Service Leave Policy 76](#).

## Examples of Approved CSL

### Non-Profit Organization Volunteerism

Employees may volunteer their time in non-profit, non-partisan community organizations which are designated as 501(c)(3) agencies under the Internal Revenue Code.

**Ex. A person volunteering at a food pantry or thrift store.**

### Human Services Organization Volunteerism

Employees may volunteer their time in human services organizations licensed or accredited to serve citizens with special needs including children, youth, and the elderly.

**Ex. A person volunteering at a Senior Center.**

### Tutoring and Mentoring School\* Volunteerism

Employees may elect to receive one hour of volunteer leave for each week that public schools are in session exclusively for tutoring or mentoring a student.

**NOTE: This use of CSL is a specific program in local schools that have pre-established arrangements with the University.**

### Child Involvement School\* Volunteerism

A parent may use CSL leave to meet with a teacher or administrator concerning the parent's child OR educational or academic function sponsored by the school in which the child is participating.

**Ex. A parent chaperoning a child's field trip.**

\* School is defined as any public or private elementary, middle, high school, or licensed childcare program.

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