**DEREE COMMUNITY SERVICE LEAVE POLICY**

**Purpose:** The purpose of this policy is to allow employees (faculty and staff) to participate voluntarily in services for our community during their workweek.  This supports the president’s goal to enable and empower faculty, and staff, to give back to the community.

**Eligibility**: In order to be eligible for Community Service Leave (CSL), employees will have completed 6 months of employment and work in a full time or standard half time position. Adjunct and part time temporary employees are not eligible. Qualified full-time employees will receive up to 12 hours of paid CSL annually, while qualified part-time employees will receive up to 6 hours of paid CSL annually. CSL is to be used exclusively for Deree Community Service Initiatives during normal work hours.

**Requirements**: Employees requesting paid leave under this policy shall submit a written request to their supervisor/manager. Prior approval for leave is required. Managers/supervisors will consider the department schedule when granting CSL.  Employees receiving CSL will indicate this leave on their time sheet.  Accruals will be tracked in the same fashion as other leave time (vacation, sick, etc.). An extension for unused CSL is not allowed and unused accrued CSL time will not be paid out when employment ends.

**Community Service Request Form:** Employees must submit the [Community Service Request Form](../../Public-Affairs%20Assistant/Community%20Service%20Leave%20Request%20Form.docx)and receive approval prior to using community service leave. Supervisors may require written verification from an official of the community service organization for use of community service leave. Supervisors should make every effort to approve leave at the time requested by the employees, but have the discretion to disapprove the leave if it will significantly affect ACG or department operations. ACG may determine that it is not possible to release certain employees under this policy due to staffing requirements. A supervisor may require that leave occur at a time other than the one requested based on operational needs.

**Community Service Options:** Community Service Leave is to be used strictly for community service events sanctioned by ACG departments. The following is an example of some types of community service at ACG. Employees should check with their supervisors to ensure that the type of community service is approved.

* ACG Community Service Day – the bi-annual initiative in fall and spring semesters
* ACG Farmers Market – the weekly initiative in collaboration with the NGO Boroume
* Other volunteer services on behalf of Deree as approved by supervisors

\*Activities involving political groups or causes and attendance of social events and fundraisers for a community organization **do not qualify**.