



Procedure 410-19 Employee Volunteer and Education Leave Procedure

Sponsor: Human Resources

Purpose

The purpose of employee volunteer and education leave “EVE” Leave is to value our employees’ educational aspirations and encourage their involvement in the communities we serve as a college district. The expected outcomes of EVE Leave are:

- Provide opportunities outside of the workplace for full-time employees to engage with our community and “make a difference.”
- Provide a low-cost benefit to the College for employees to engage in their education careers.
- Create lines of communication and establish partnerships with community members that increase knowledge and support for the College.
- Encourage our employees to engage in their career fields.
- Support the Achieve60AZ initiative to achieve its goal by 2030.

Definitions

Achieve60AZ The State of Arizona adopted a goal that by 2030, 60% of Arizona adults, ages 25-64, will hold a postsecondary credential or degree.

MyPay The College online employee payroll system

Procedure

Benefit

All full-time (1.0 FTE) employees receive Eight (8) hours of EVE Leave per year. The leave time is reflected in a separate leave summary line on employee pay stubs and electronically in the MyPay system. Part-time and temporary employees are not eligible for EVE Leave.

Usage

1. All requests for EVE Leave must include documentation demonstrating that it is being used for an eligible activity and must be pre-approved in advance by the employee’s Dean or Supervisor. Please note that the needs of the College and individuals’ duties take precedence over EVE Leave activities, however, where possible, leadership will attempt to approve requests.
2. EVE Leave time does not roll over, has no cash value, is not paid out upon separation, and cannot be transferred to another leave type.
3. EVE Leave is not considered “time worked” for overtime or compensatory time purposes.
4. EVE Leave can be taken in 1-hour increments during an employee’s normally scheduled day. (A “normally schedule day” for example would be 7:00 a.m. – 4:00 p.m. Monday – Friday. Thus, EVE Leave can only be used 7-4 M-F). Time outside of an employee’s normal schedule is their own volunteer time.
5. Use of EVE Leave time must be during regularly scheduled work hours. If the employee is volunteering or attending classes on a weekend, after-hours, or once EVE Leave is exhausted, these activities are the employee’s voluntary choice.

6. The College will not provide EVE Leave for volunteer efforts at organizations that discriminate; organizations, private foundations, or programs that fund terrorist groups or activities; political causes, candidates, organizations, or campaigns; or religious organizations for denominational or religious purposes.
7. Employees are not required to take EVE Leave.
8. The College will not control nor direct employees' volunteer work and any volunteer work done by an employee during EVE Leave is at the employee's own risk.
9. The College does not endorse or sanction the organizations for which its employees may choose to volunteer.

Non-Profit Organizations and Educational Institutions must be Pre-approved

To support appropriate liability coverage for College employees and a safe as possible community experience for staff, Non-profit organizations must be pre-approved by Human Resources. Human Resources can provide a list of pre-approved community non-profit organizations upon request. Typical organizations include food banks, shelter services, humane societies, museums, and arboretums. For organizations that are not pre-approved, the employee may obtain a Volunteer Partner Request Form from Human Resources, and once completed, return it to Human Resources for approval. Educational institutions must also be pre-approved by Human Resources to ensure they have a regionally accredited certificate or degree program.

Expectations of Participation

All participants must complete a time off request form prior to their use of EVE Leave and submit, approved, via normal payroll processes.

Upon completion of EVE Leave, employees are encouraged to provide human resources with a brief, one paragraph summary of the experience to share and encourage others to participate. Human Resources will collaborate with our Public Relations team to showcase the College's involvement in the local non-profit and educational community. Employees can remain anonymous as well.

Additional Details

1. Employees and their Dean or Supervisor are encouraged to find ways to flex employee work schedules to ensure productivity while allowing for educational and community service activities. If flex schedules do not work, then EVE Leave and/or other accrued paid leave options are available per request.
2. While using EVE Leave, the employee is not eligible for travel reimbursements.

References

None

Procedure History

09/06/2017 Revised and Approved by College Council

4/30/2021 Revised, Renamed (Community Leave) and Approved by Executive Leadership Council

Legal Review

03/10/2021