



**Series:** 1400 Outreach

**Policy Name** Volunteer Time Off Policy

**Policy Number** 1409

**Origination Date** 09/20/18

**Revision Date:** 3/20/2023

**References:**

1. **Policy:** It is the policy of Communities Connected for Kids to provide eligible staff with paid time off from normal work hours to volunteer in the community.
2. **Purpose:** To support volunteer activities that enhance and serve the communities in which we work, and that both promote awareness for our company's brand, extend its reach and include activities that are relevant to the mission of Community Connected for Kids.
3. **Scope:** The policies and procedures described in this plan apply to all Communities Connected for Kids staff.
4. **Procedures:** The following procedures are to be followed by the agency:
  - (1) Amount of Time
    - (a) All full-time employees, exempt and non-exempt, can volunteer up to 4 hours per month with a tax-exempt organization.
    - (b) Employees will be paid at their normal pay rate for the volunteer hours taken.
    - (c) Time off can be taken in any increment and on any day of the week, including weekends, but not to exceed 4 hours in a 30-day period.
    - (d) Use of this time does not affect PTO.
  - (2) Eligibility
    - (a) All full-time employees of CCKids are eligible to participate in this program after completing the probationary period.
    - (b) The employee must provide at least one week's notice to his or her supervisor.
    - (c) Supervisor must approve the VTO, which does not take priority over work demands.
  - (3) Ineligibility

Employees are ineligible to participate in the VTO program if:

    - (a) The employee is not in good standing, i.e. is under a corrective action plan
    - (b) The employee's employment terminates for any reason
    - (c) The VTO would result in overtime
  - (4) Approval Process
    - (a) Employees must complete the VTO request form and submit to his/her supervisor at least one week before requested time off.
    - (b) Approval is at the discretion of the supervisor.
    - (c) VTO must be used at a non-profit organization in Judicial Circuit 19.



Organizations should embrace anti-discriminatory policies similar to CCKids.

(d) Sample Volunteer Time Off Request Form is available on the CCKids website, under staff resources.

**5. Dissemination:** A copy of this plan will be posted on the agency's website and internal Intranet for all employees to view.

**6. Revisions:** This plan will be updated as needed by at least annually.

Approved:  \_\_\_\_\_ Date: \_\_\_\_\_  
Carol A. Deloach, CEO