



10570 S. Federal Hwy., Suite 300* Port St. Lucie, FL 34952
www.cckids.net

Series: 1400 Outreach

Policy Name: VOLUNTEER TIME OFF POLICY

Policy Number: 1409

Origination Date: 9/20/18

Revision Date: 9/20/18

References:

1. **Policy:** It is the policy of Communities Connected for Kids to provide eligible staff with 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 Communities 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:
 - a. Amount of Time
 - i. All full-time employees, exempt and non-exempt, can volunteer up to 4 hours per month with a tax-exempt organization.
 - ii. Employees will be paid at their normal pay rate for the volunteer hours taken.
 - iii. 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.
 - iv. Usage of this time does not affect PTO
 - b. Eligibility
 - i. All full-time regular employees of C.C. Kids are eligible to participate in this program after completing the probationary period.
 - ii. The employee must provide at least one week's notice to his or her supervisor.

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iii. Supervisor must approve the VTO, which does not take priority over work demands

c. Ineligibility

Employees are ineligible to participate in the VTO program if:

- i. The employee is not in good standing, i.e. is under a Corrective Action Plan
- ii. The employee's employment terminates for any reason
- iii. The VTO would result in overtime

d. Approval Process

- i. Employees must complete the VTO request form and submit to his/her supervisor at least one week before requested time off
- ii. Approval is at the discretion of the supervisor
- iii. VTO must be used at a non-profit organization in Judicial Circuit 19 (Indian River, Martin, Okeechobee and St. Lucie counties). Organizations should embrace anti-discriminatory policies similar to C.C.Kids

e. Sample Volunteer Time Off Request Form – see attached form

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

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

Approved: Carol Deloach 10-11-18

Carol A. Deloach, CEO

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SAMPLE VOLUNTEER TIME OFF REQUEST FORM

Date of request: _____

Employee name: _____

Phone: _____ Email: _____

Charitable Organization Information: _____

Name: _____

Address: _____

City/State/Zip: _____

Website: _____

Date and time of request VTO: _____

Total number of hours requested: _____

*I will be volunteering with other C.C. Kids employees for _____ (group activity),

Organized by: _____

Description of volunteer activity: _____

Employee Signature	Date	Supervisor Signature	Date
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