



10570 S. Federal Hwy., Suite 300 • Port St. Lucie, FL 34952  
www.ckkids.net

**Series:** 1400 Outreach

**Policy Name:** VOLUNTEER TIME OFF POLICY

**Policy Number:** 1409

**Origination Date:** 9/20/18

**Revision Date:** 9/20/18; 7/23/25

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. This can be through a CCKids sponsored event or as an individual endeavor. **Purpose:** To support volunteer activities that enhance and serve the communities in which we work and promote awareness for our company's brand (by wearing the CCKids T-Shirt), the activities must be relevant to the mission of Communities Connected for Kids. Requests by individuals for individual activities will be reviewed on a case-by-case basis.
2. **Scope:** The policies and procedures described in this plan apply to all Communities Connected for Kids staff.
3. **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 their supervisor.
    - iii. Supervisor must approve the VTO, which does not take priority over work demands
  - c. Ineligibility

---

*Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.*



10570 S. Federal Hwy., Suite 300• Port St. Lucie, FL 34952  
www.ckkids.net

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
- iv. The activity is not approved by the CEO

d. Approval Process

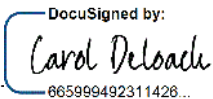
- i. Employees must complete the VTO request form and submit to their supervisor at least one week before requested time off
- ii. Supervisor approval is then forwarded to the Program Director for approval and if approved, sent on to the CEO for final approval.
- iii. VTO must be used at a non-profit organization in Judicial Circuit 19 (Indian River, Martin, Okeechobee and St. Lucie counties).
- iv. If approval is not granted, the individual would need to use personal TOB in order to take time off.

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

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

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

**Routing:** Form will be signed using DocuSign; once the CEO has signed off a copy will automatically be sent by DocuSign back to the employee, Supervisor, HR, CEO

Approved:  \_\_\_\_\_  
665999492311426...

Carol A. Deloach, CEO

---

*Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.*



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

## 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

\_\_\_\_\_  
Program Director signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO Signature

\_\_\_\_\_  
Date

---

*Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.*