

516 COMMUNITY SERVICE LEAVE POLICY

Policy 516 was approved by the ISU Board of Trustees on September 9, 2010 and became effective October 1, 2010.

516.1 Purpose. The University recognizes the importance of community involvement and encourages employees to participate in volunteer activities by providing flexibility in work schedules and paid leave opportunities. This policy governs administration of a community service program.

516.2 Eligible Community Service. Employees may, at the discretion of the supervisor, be granted paid leave to provide “hands-on” voluntary service to their communities as part of an organized community service project. For example, delivering meals to the elderly is an eligible activity, but attending a social event for the organization providing the meals would not.

516.2.1 Volunteer Fire and Rescue Members. Members of volunteer fire departments and rescue squads or auxiliary units thereof may be granted leave to:

516.2.1.1 Respond to emergency situations during their working hours; or

516.2.1.2 Arrive after the normal beginning of their work shift if an emergency situation to which they responded outside their normal work hours continues beyond the normal beginning of their work shift.

516.2.2 Excluded Service. Excluded are services provided through a membership organization where the primary recipients of the service are the constituents of the organization (i.e., painting and maintenance of the group’s building, yard work, serving on the board, etc.); and political groups or causes.

516.3 Pre-Approved Activities. The ISU Center for Public Service and Community engagement shall maintain a list of pre-approved activities that are appropriate for use of leave under this policy, and shall be the final arbiter of whether or not a proposed activity is eligible for use of leave under this policy.

516.4 Amount of Leave.

516.4.1 Full-Time Employees. A maximum of 15 hours (16 hours for those working a 40-hour week) of paid leave per calendar year will be made available to individuals who are Regular Staff as of July 1 of each year.

516.4.2 Part-Time Employees. A maximum of 7.5 hours (8 hours for those working a 40-hour week) of paid leave per calendar year will be made available to individuals who are part-time, benefits-eligible Staff as of July 1 of each year.

516.4.3 Probationary Employees Not Eligible. Any employee working within their introductory 3-month period is not eligible for this leave.

516.5 No Carryover. Unused Community Service Leave existing at the end of the calendar year may not be carried over to a subsequent year.

516.6 No Payout at Separation. The value of unused Community Service Leave existing at separation of employment shall not be paid to the separating employee.

Last revised February 20, 2012.