

<b>Internal Policies and Procedures of the Utah State Board of Education</b>	
<b>Policy #</b>	04-17
<b>Subject</b>	Volunteer Time Off
<b>Date</b>	April 1, 2022
<b>Policy Owner</b>	Director of Human Resources
<b>Policy Officer</b>	Deputy Superintendent for Operations
<b>References</b>	DHRM Administrative Rule R477-7-1

**I. PURPOSE AND SCOPE:**

1. The purpose of this policy is to establish standards for employees to participate in volunteer activities and provide paid time off for volunteering. Employees may use the volunteering benefit to contribute their time and talents to recognized charities, causes or not-for-profit organizations, making a positive difference in their communities.
2. This policy applies to all USBE employees.
3. This policy relies upon the following definitions:
  - a. *Qualified Charitable Organization*: An organization that is registered a charity, a not-for-profit, or a tax-exempt organization (ie: LEA).

**II. POLICY:**

1. Full-time benefited employees may use up to 8 hours of administrative leave per calendar year to volunteer for a qualified charitable organization or cause. Part-time benefited employees may use the benefit but must pro-rate their time based on their part-time schedule.
2. To qualify as volunteering time off, the volunteer work must be performed during the employee's working hours.

**III. PROCEDURES:**

1. To use Administrative Leave (OA) for volunteering, the employee shall:
  - a. Use the Administrative Leave in no less than four-hour increments;
  - b. Obtain approval from the employee's supervisor; and
  - c. Code the leave as Administrative Leave (OA) on the employee's timesheet, with "volunteer" as a comment for the OA leave entry.
2. Unused Administrative Leave for volunteering may not be carried forward to the next calendar year.
3. Volunteering will be granted as paid time off if it is applied for the sole purpose of volunteering and cannot be counted as hours worked for the purpose of overtime.

**III. HISTORY:**

This policy was adopted on April 1, 2022.