

University of Northern Colorado
Human Resources Administrative Policy

Volunteer Administrative Leave

Scope:

The University values our place in our communities and encourages UNC Faculty and Staff to be actively involved in supporting volunteer activities in the community that are meaningful to them. Effective 4/1/2020, State of Colorado Department of Personnel and Administration technical assistance allows state agencies to grant paid administrative leave for employee participation in community or school volunteer activities. The document states, “**A department shall adopt and communicate a policy regarding the amount of leave available, employee eligibility, and process for requesting and approving leave.**” The purpose of this document is to adopt and communicate such policy.

Definitions:

Volunteer - Someone who does work without being paid for it

Authority:

The University has the authority to create administrative policies and procedures to implement and operationalize technical guidance from the State of Colorado.

Purpose:

The purpose of Volunteer Administrative Leave is to encourage faculty and staff to participate in volunteer activities by providing paid time off for volunteering. The intention of this program is to create community engagement opportunities for UNC faculty and staff that are meaningful, purposeful and help those in need. At the same time, UNC recognizes that participating in these activities will also enrich and inspire the lives of our faculty and staff.

Guidance:

Effective 1/1/21, all full-time Classified, Professional Administrative Staff, and Faculty shall be eligible each fiscal year for 16 hours of paid administrative leave to participate in community or school volunteer activities.

- The 16 hours will be prorated by FTE for those employees less than fulltime.
- The leave balance will be reset every year to the maximum of 16 hours.
- The leave will not rollover to future years.
- The leave is not eligible for payout if an employee leaves the University.
- Leave can be taken in one-hour increments and indicated as volunteer administrative leave on classified and professional administrative staff leave records. Faculty do not have leave records and need to track their own leave and inform their department chair or school director of time used.

Examples of acceptable uses of volunteering policy:

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Contact for Questions: Marshall Parks

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- Donating time at a food bank
- Cleaning up a highway or park
- Collecting items, then filling and distributing back to school packs
- Participating in a Multiple Sclerosis bike-a-thon fundraiser
- Organizing a Cancer walk or run
- Playing in a fundraising tournament
- Volunteering in a classroom or school field trip
- Volunteering at an animal shelter

Examples of not acceptable uses of volunteer policy:

- Attending a parent/teacher conference
- Participating in neighborhood association events
- Giving ski lessons free while on a ski vacation
- Coaching or playing in adult sporting leagues with no charitable fundraising purpose
- Work for pay

Process:

Volunteer Leave should be requested at least one week prior to the volunteer time off from the employee's supervisor. The supervisor should consult with Human Resources with any questions or concerns regarding the volunteer time off request.

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