



08.214 Community Service Leave

Authority: Chancellor

History: Revised August 2017; Revised March 2016; Revised January 2013; Revised and Reformatted, January 1, 2007

Source of
Authority: UNC Policy 300.3.1[R]

Related Links: State Human Resources Manual: [Community Service Leave](#); [Community Service Leave – Literacy, Tutoring and Mentoring](#)

Responsible
Office: Human Resources

I. Purpose

The purpose of this policy is to provide uniform guidance for the accrual, use, and disposition of Community Service Leave.

II. Scope

All EHRA and SHRA employees holding permanent, probationary, trainee, and time-limited appointments are entitled to Community Service Leave. Temporary EHRA and SHRA employees do not accrue Community Service Leave and are not covered under this policy. Permanent and temporary academic year faculty do not accrue vacation leave and are not entitled to Community Service Leave covered under this policy.

For Community Emergency Services Leave see [Policy 08.216, Other Leave and Time Keeping Categories](#).

A. Definitions

The following definitions apply to all statements in this policy:

1. School. A public or private elementary school, middle school, high school, or a child-care program that is authorized to operate in the state of North Carolina. As used in Section II.B.3 (Option 3), “school” means a North Carolina public or private elementary school, middle school, or high school.
2. Child. A son or daughter who is a biological child, adopted child, foster child, stepchild, legal ward, or a child of an employee standing in loco parentis.
3. Community Service Organization. A nonprofit, nonpartisan community service organization designated as a 501(c)(3) agency under the Internal Revenue Code or a human service organization licensed or accredited to serve citizens with special needs including

children, youth, and the elderly. Although religious organizations may be 501(c)(3) agencies, community service leave does not apply to activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Community service does include activities supported by religious organizations such as working in soup kitchens, homeless shelters or other community activities.

4. Literacy Program. An education program recognized and supported by the North Carolina Department of Public Instruction to provide instruction in reading and writing.

B. Options for the Use and Accrual of Community Service Leave

Community service leave may be used for the purposes in Option 1, 2, or 3 below. Unless the employee has notified his or her supervisor of the desire to select another option, employees are granted community service leave in accordance with the accrual allowed for Option 1.

If an employee chooses to change options during the calendar year, the maximum hours that may be granted are the maximum hours allowed under the new option chosen, minus the amount of leave already used.

1. OPTION 1

This option may be used to meet with a teacher or a school administrator concerning the employee's child or to attend school-sponsored, non-athletic functions in which the employee's child is participating. It may also be used to perform school-approved volunteer activities in schools, (without regard to parental status) and to volunteer in community service organizations meeting the definition of this policy.

On January 1 each year, employees are granted 24 hours of paid leave per year (prorated for part-time employees working half-time or more). New employees are credited with leave immediately upon employment, prorated at 2 hours per month for the remainder of the calendar year.

2. OPTION 2

This option may be used to tutor or mentor a student in the schools of North Carolina in a formal standardized approved tutoring/mentoring program. Any time used for traveling to and from the school or orientation must be accounted for by the use of other leave policies. Employees are granted one hour of paid leave for each week of tutoring or mentoring (up to a maximum of 36 hours) that schools are in session as documented by the school. Leave under this option shall be used exclusively for tutoring or mentoring an "at-risk" student, who, by virtue of their circumstances, are more likely than others to fail academically.

3. OPTION 3

In lieu of the twenty-four (24) hour leave award for Community Service and in lieu of volunteering for the tutoring/mentoring program, an employee may choose to volunteer in

a literacy program in a public school for up to 5 hours each month not to exceed 45 hours in a calendar year. Leave under this option shall be used exclusively for assisting students in reading and/or writing skills in accordance with established standards rules and guidelines for such arrangements as determined and documented by joint agreement with the employee's agency and the public school.

The amount of community service leave for the literacy program is up to five hours of leave each month while schools are in session (not to exceed 45 hours a calendar year) as documented by the elected board of the local education agency.

The five hours of leave each month shall be used for assisting a student in reading and/or writing. Time spent in commuting to and from the school and time spent in orientation or volunteer training must be accounted for using other leave policies such as compensatory time or vacation leave.

C. Approval of Leave

Employees must receive approval from their supervisor to use community service leave. The supervisor or other university management may require that the leave be taken at a time other than the time requested, based on the needs of the department. The department may also require acceptable proof that leave taken is within the purpose of this policy.

D. Additional Time Off For Community Service Activities

The university may allow an employee additional time away from regular university duties in addition to the 24 hours of paid community service leave to perform significant community service activities, subject to the following conditions:

1. Provisions must be made for the employee to either make up the additional time lost or to use the employee's vacation time or comp time. For SHRA and EHRA wage/hour non-exempt employees, any hours to be made up should be scheduled during the week the time is lost or when the employee has not worked a full 40 hours to avoid creating an overtime obligation.
2. Additional time off is granted at the discretion of the employee's supervisor or other university management, based on the operational needs of the department or university.
3. When university operations require, all arrangements for community service activity time may be interrupted or suspended.
4. Consideration will be given to special circumstances such as the importance of the community service activity.

E. No Carry Over

Community Service leave not taken in the calendar year is forfeited. It is not carried over to the next calendar year.

F. Transfers and Separation from Employment

If an employee transfers to another state agency, the unused leave is transferred to the new agency. Under the tutoring/mentoring option, the employee will need to secure approval from the employee's new supervisor prior to the transfer so that any necessary changes may be communicated to the appropriate officials. Upon separation from employment, employees are not paid for unused community service leave.

G. Record Keeping

Employees who are using community service leave must request and record community service leave accrued and taken according to guidelines in [Policy 08.210, Time Keeping and Administration of Leave for SHRA and EHRA Employees](#). Supervisors are responsible for maintaining records indicating the number of employees involved in community service leave and the number of hours of community service leave used by their employees.