

SERVICE LEAVE POLICY

Approved by Senior Staff – September 26, 2005

Administrative and staff employees may request a leave of absence to participate in a short-term off-campus service project while on short-term leave from the College. Members of the faculty are not eligible for leave under this policy.

- The opportunity will be available to a limited group of up to five (5) employees during each fiscal year. In cases of unusual national or international need the number of leaves granted may be temporarily increased.
- In order to be eligible to apply for a service leave an employee must have completed a minimum of three (3) years of full-time employment at the College.
- Service leave will only be granted for service projects that are at least ten (10) consecutive work days in length. The employee will be required to use vacation time to cover the first five days of the leave period. The remaining five days will be paid by the College at the employee's current level of compensation without an encumbrance on accrued vacation time.
- In some cases the leave may extend beyond ten (10) consecutive working days. In this case, all leave time beyond the initial ten day period must be covered by vacation time accrued by the employee or the employee may choose to draw volunteered vacation time from the Service Leave Bank. (Administrative and staff employees may donate vacation time to a Service Leave Bank that can be used by employees volunteering their services for disaster relief efforts. Employees may donate their accrued vacation time by completing a **Vacation Donation Form**. Forms are available through Human Resources or on the Human Resources website.)
- All expenses for the employee associated with the leave are the responsibility of the employee.
- The service project undertaken during the leave should be sponsored by a recognized (IRS 501 (c) 3) service organization (such as Brethren Disaster relief, Habitat for Humanity, Red Cross, Salvation Army, etc.).
- Employees must have prior approval from their supervisor and department head, and must arrange with the supervisor for the employee's work assignment to be covered while the employee is on leave. While supervisors are encouraged to make reasonable accommodations for the employee to participate in the leave, no more than one employee at a time usually will be eligible for leave within the same department.
- Employees are encouraged to arrange the leave for periods when the work requirements of the respective unit are not in high demand.
- An application for the leave must be submitted to the Human Resources Office, following a form provided by this Office. Applications will be approved on a first-come basis. Generally, applications must be received at least thirty (30) days prior to the start of the proposed service leave. Upon receipt of the application review will take place within ten (10) working days.
- Preference will be given to those opportunities where employees will work side-by-side with students from the College.
- An employee who is granted a service leave is ineligible to re-apply for a period of three (3) years.