

STATEMENT OF POLICY AND PROCEDURE

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Reviewed 2023-01-20 | Revised: 2019/09/21 | **Effective: 2023/02/24**

SECTION 1 – 1N

Volunteer Time Off

Purpose: The Northern Lights Library System (NLLS) recognizes the importance of community involvement and encourages employees to contribute their time and skills to charitable organizations and community service projects. The Volunteer Time Off (VTO) policy is designed to support and promote volunteerism among our employees, build a sense of community, and increase the visibility of NLLS in member communities.

Eligibility: All regular full-time employees are eligible for Volunteer Time Off.

Time Allowance: Employees may request up to seven (7) hours of paid time off per calendar year for unpaid volunteer activities. The time off can be taken in increments as small as one hour.

Time in Lieu: Employees can bank volunteering hours outside their regular working hours. Banking volunteer time allows employees to accumulate hours for future use as time off. The Overtime policy governs banked or lieu hours.

Approval Process: To request Volunteer Time Off, employees must submit a written request to their supervisor at least five (5) days in advance. The request should include the date, time, and a brief description of the volunteer activity. Supervisors will review requests based on business needs and may approve or deny the request.

Approved Volunteer Activities: Volunteer Time Off may be used for activities that contribute to the well-being of NLLS member municipalities, including but not limited to:

1. Unpaid volunteering at registered non-profit organizations.
2. Participating in community service events.
3. Assisting in local schools or educational programs.
4. Involvement in disaster relief efforts.
5. Charitable events.

Excluded Activities: Volunteer Time Off does not cover activities that are primarily for personal gain, political partisan involvement or activities not benefiting NLLS member municipalities.

Promoting NLLS: Employees, where appropriate, are encouraged to wear NLLS clothing.

Recording Volunteer Time: Employees are responsible for accurately recording their Volunteer Time Off hours on their timesheets or designated tracking system. Supervisors may request documentation from the volunteer organization as proof of participation.

Benefits Continuation: During approved Volunteer Time Off, employees will continue to receive their regular pay and benefits. The time off will not affect the accrual of vacation, sick leave, or other benefits.

Non-Retaliation Policy: Employees will not face any negative consequences for requesting or taking Volunteer Time Off in accordance with this policy.

Policy Review: This policy will be reviewed annually and may be revised as necessary.

NLLS Executive Board Chair

February 23, 2024

Date of Approval