**CITY/TOWN Community Service Program**

CITY/TOWN recognizes the importance of community involvement and encourages employees to participate in volunteer activities by providing flexibility in work schedules and paid leave opportunities. Leave to provide community service allows full-time employees to take time off from work with pay for services within the community. A maximum of 16 hours of paid leave per fiscal year will be made available to current full-time employees on July 1 of each year. A maximum of 8 hours will be made available to current part-time employees on July 1 of each year.

Examples of community service projects include volunteering at a shelter, school, animal shelter, food bank, hospitals or hospice facilities, assisting in the rehabilitation or building of housing, donating blood, serving as a mentor, or volunteering for other organizations that benefit the public.

This leave may be used only for providing community service as outlined in this policy. Paid leave is not granted for days that employees are not scheduled to work. Community service leave that is not used in a fiscal year will not be carried forward to the next fiscal year. Employees will not receive payment for unused community service leave at the end of the fiscal year or upon separation from employment. Employees will not be entitled to any reimbursement for travel, lodging, meals or and other community service related expenses. Leave time taken under this policy is voluntary and will not be included in the calculation of weekly hours for overtime for non-exempt staff. Leave taken for community service shall be documented on the employee’s time sheet.

Employees must receive approval from their Director prior to using community service leave. If the community service leave is not a project in which the entire office participates, the employees requesting paid leave under this policy shall submit a written request to their Directors.

Directors may require written verification from an official of the community service organization for the use of community service leave. Directors should attempt to approve leave at the time requested by the employee, but have the discretion to disapprove the leave if it will significantly impact CITY/TOWN operations. CITY/TOWN may determine that it is not possible to release certain employees under this policy due to staffing requirements. A Director may require that leave be taken a time other than the one requested based on CITY/TOWN’s needs and/or may require acceptable proof that any leave taken is within the purpose of this policy.