

Policy 5.15

Community Service Child Involvement Leave Policy

In recognition of the State’s diverse needs for volunteers to support schools, communities, citizens and non-profit organizations, and recognizing the commitment of College employees to engage in volunteer service, Community Service Leave, within the parameters outlined below, may be granted to:

- parents for child involvement in the schools or daycare program
- any employee for volunteer activity in the schools or in a Community Service Organization (as defined below), or
- any employee for tutoring and mentoring in the schools, or
- any employee for volunteering in a State agency provided that the service is outside of the employee’s normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for the services rendered.

Terms	Definition
School (public or private)	One that is authorized to operate under the laws of the State of North Carolina and is: <ul style="list-style-type: none"> • an elementary school, • middle school, • high school, or • a child care program
State Agency	A State government agency that is authorized to operate under the laws of the State of North Carolina.
Child	A son or daughter who is: <ul style="list-style-type: none"> • a biological child, • an adopted child, • a foster child • a step-child, • a legal ward • a child of an employee standing in loco parentis
Community Service Organization	A non-profit, non-partisan community organization which is designated as a IRS Code 501(c)(3) agency, or a human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly. Advisory Note: Although religious organizations may be 501(c)(3) agencies, this leave does not apply to activities designed to promote religious beliefs.

Policy

For purposes of this policy, Community Service is:

- meeting with a teacher or administrator concerning the employee's child,
- attending any function sponsored/sanctioned by the school in which the employee's child is participating. This provision shall only be utilized in conjunction with nonathletic programs that are a part or supplement to the school's academic or artistic program,
- performing school-approved volunteer work approved by a teacher, school administrator, or program administrator,
- performing a service for a community service organization
- performing volunteer work for a State agency that is approved by the agency head or his/her designee.

Notes:

- (1) Service does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Service would include activities supported by religious organizations such as working in soup kitchens, homeless shelters or other community activities.
- (2) Service may include working inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the work. Vacation leave shall be charged if the employee is receiving pay for the "inside" poll work or if the employee is distributing brochures, transporting voters or other partisan campaigning outside of the polls.
- (3) Partisan political activity during College time and the use of State equipment or supplies for any community service are not permitted.

Full-time permanent employees may use up to 24 hours of Community Service Leave for the activities listed above. This leave runs on a fiscal year and is not cumulative. The College does not transfer Community Service Leave to or from other agencies. This leave is not paid out upon separation of employment. Employees must receive approval from their supervisor to use this leave. The supervisor or other College administrators may require that the leave be taken at a time other than the one requested, based on the needs of the agency. The agency may require acceptable proof that leave taken is within the purpose of this policy. Community Service Leave should be reported on the Absence Report form and turned in to the Human Resources Office.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

[Time Sheet Procedure](#)

- [Leave Policy](#)
- [Absence Report Procedure](#)
- [Annual Leave Procedure](#)
- [Bonus Leave Policy](#)
- [Civil Leave Policy](#)
- [Community Service Child Involvement Leave Policy](#)
- [Compensatory Leave Policy](#)
- [Educational Leave with Pay Policy](#)
- [Family Medical Leave Policy](#)
- [Leave Without Pay Policy](#)
- [Maternity Leave Policy](#)
- [Military Leave Policy](#)
- [Personal Leave Policy](#)
- [Sick Leave Policy](#)
- [Voluntary Shared Leave Program Policy](#)

History

Senior Staff Review/Approval Dates: 11/6/13

Board of Trustees Review/Approval Dates: 11/6/13, 8/4/15

Implementation Dates: 11/6/13