



**NORTH CAROLINA SCHOOL OF  
SCIENCE AND MATHEMATICS**

Title	<b>COMMUNITY SERVICE LEAVE</b>
Authority	<b>Chancellor</b>
History	Effective July 1, 2007
Legal Reference	BOG <a href="#">300.2.10</a> Faculty Community Service Leave; OSP Community Service Leave
Additional References	GS 166A-30 to 166A-32, 126-13
Responsible Offices	Human Resources
Classification	3712

**PURPOSE**

The North Carolina School of Science and Mathematics recognizes the importance of community involvement and encourages employees to participate in volunteer activities by providing flexibility in work schedules.

Community service leave is paid time off for participation in the educational process of children through the high school level and to support other community service volunteer activities for non-profit organizations. As defined later in this policy, community service leave can be approved for:

- parents for child involvement in the schools (as defined below)
- any employee for volunteer activity in the schools or in a Community Service Organization (as defined below)
- any employee for tutoring and mentoring in the schools

Community service leave (CSL) combines three previously separate categories of leave: child involvement leave, community involvement leave and volunteer services leave.

In addition, there are special guidelines outlined at the end of this policy for Emergency Services, for Blood, Bone Marrow and Organ Donorship and for Disaster Services volunteering with the American Red Cross.

**ELIGIBILITY**

SPA, EPA and EPA Non-Faculty employees who earn leave are eligible for community service leave.

Full-time employees (permanent, probationary, trainee, or time-limited) receive twenty-four (24) hours per calendar year for volunteer participation in programs, services and organizations.

Full-time employees (permanent, probationary, trainee, or time-limited) receive 1 hour per week (up to a max of 36 hours per calendar year) for a mentoring or tutoring a student in accordance with established standards, rules and guidelines for such arrangements as determined and documented by joint agreement with the employee's volunteer agency and the School.

Part-time employees (permanent, probationary, trainee, or time-limited) regularly scheduled to work 20-39 hours per week will receive a pro-rated number of community service leave hours.

Temporary or intermittent employees, or employees scheduled to work less than 20 hours per week are not eligible for community service leave.

## DEFINITIONS

**School (public or private):** One that is authorized to operate under the laws of the State of North Carolina and is

- an elementary school
- a middle school
- a high school, or
- a child care program

**Child:** A son or daughter who is

- a biological child
- an adopted child
- a foster child
- a step-child
- a legal ward
- a child for whom the employee serves in the role of parent

**Community Service Organization:** A non-profit, non-partisan community organization, which is designated as an 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.

Community service includes participating in programs that are part of or supplement a school's academic or artistic program, donating time to perform school-approved volunteer work, or donating time to perform a service for a community service organization.

Examples of activities covered by this policy include meeting with a teacher or administrator concerning the employee's child or attending any non-athletic function (such as dance club, band, drama, etc.) sponsored by the school in which the employee's child is participating. Community service also includes performing a service for a community service organization, as defined above.

**[Note:** Although religious organizations may be 501(c)(3) agencies, community service leave cannot be used for any activity that promotes religious beliefs.]

## RECORDKEEPING

Like other types of non-emergency leave, community service leave must be requested in advance and may not be used without the Divisions Vice Chancellor 's approval. When considering a request for community service leave, the Vice Chancellor will consider both the employee's request and operating needs of the office.

On Employee Time Records or Leave Records, employees document community leave taken by giving the number of hours and the date the leave was taken. Human Resources maintains records of the number of hours of community service leave taken by each employee.

Community service leave is cumulative only through December 31 of each year. Any community service leave that is not used by midnight on December 31 is canceled; it does not carry over to the next calendar year.

An employee cannot be advanced leave that would be earned in a new calendar year. The only amount of leave that can be coded for the calendar year is the amount earned for that calendar year. This is due to the requirement that an employee cannot go into a new calendar year with a negative balance. If a negative balance exists at the end of a calendar year, it must be deducted from the employee's pay in January on an hour-for-hour basis (calculated to the nearest one-tenth of an hour). Alternatively, the employee may apply accrued vacation

leave, bonus leave or compensatory time off. A negative balance at the time of separation, including transfers to a public school or community college system, is deducted from the employee's final paycheck or repaid with other paid time off as described above.

If an employee transfers to another state agency, any community service leave balance transfers to the new agency. If an employee leaves state service, all unused community service leave is canceled. There is no payout for unused community service leave.

After separation, individual leave records are retained in the employee's personnel file by the Office of Human Resources.

## LEAVE MANAGEMENT

Like other types of non-emergency leave, community service leave must be requested in advance and may not be used without the supervisor's approval. When considering a request for community service leave, the supervisor will consider both the employee's request and the department's operational needs.

## ADDITIONAL TIME OFF FOR SIGNIFICANT COMMUNITY SERVICE ACTIVITY

The Chancellor may allow an employee additional time away from regular duties above the 24 hours of paid leave to perform significant community service. The employee must provide a written request to the Chancellor for approval. The employee must make up such approved additional time. Keep in mind that for wage-hour non-exempt employees, any hours worked in excess of 40 in a work week must be compensated with compensation time. Therefore, under normal circumstances, a non-exempt employee may not work overtime to repay time taken off for significant community service activity. The opportunity for these employees to make up time is limited to work weeks in which the employee has not worked 40 hours for the week due to absences such as holidays, vacation, sick leave, etc. Wage-hour exempt employees can make up the time in any week where the Chancellor has approved the additional work.

Employees must provide a written request for approval to the Chancellor in advance before modifying their schedules for the purpose of making up missed work time. The amount of additional time that an employee may be allowed is left to the discretion of the Chancellor and Vice Chancellor of the Division. As with all requests for leave and make-up time, the Chancellor, Vice Chancellor and Supervisor of the Division must consider such things as office needs and services that can be maintained; and the quality of the employee's job

performance. When agency operations require, or if employee performance or conduct makes it appropriate, all arrangements for the community service activity time may be interrupted, suspended, or canceled.

## SPECIAL PROVISIONS

In addition to the above leave provisions, there are special guidelines that apply to Emergency Services, to Blood, Bone Marrow, and Organ Donorship and to Disaster Service Volunteer with the American Red Cross. Management may grant reasonable time off with pay for these activities. This time is in addition to the 24 hours of CSL and does not have to be made up or paid back.

## BLOOD, BONE MARROW AND ORGAN DONORSHIP

Permanent employees are encouraged to use the opportunity to participate in "life giving" programs through blood and bone marrow donorship and for pheresis procedures. Participating employees shall be given reasonable time off with pay to cover time of donation and recovery, plus travel if during work time. For organ donation, employees may be given time off with pay for up to 30 calendar days.

## EMERGENCY SERVICES

A bona fide emergency is defined as a real or imminent danger to life or property. The Chancellor is responsible for determining whether or not a need for such services exists within a given area. The Chancellor may require sufficient proof of the employee's membership in an emergency volunteer organization and that the performance of such emergency services will not unreasonably hinder office operations for which the employee is responsible.

In emergency situations, which are not covered by an emergency volunteer organization, the Chancellor may determine whether the emergency service to be provided can justifiably be designated as a work assignment, based on the expertise of the employee. If so, short-term work assignments may be assigned by the Chancellor upon written request of the receiving organization.

## DISASTER SERVICES

An employee who is a disaster service volunteer of the American Red Cross may be granted leave with pay not to exceed 15 work days in a 12-month period to participate in specialized disaster relief services when requested by the Red Cross. The employee must:

- have completed the required training for the specialty,
- be registered with the Red Cross, and
- be requested by the Red Cross.

The disaster must occur in the United States and be designated at Level III or higher in the American Red Cross Regulations and Procedures. The Chancellor has sole discretion to approve or disapprove requests for leave to perform disaster volunteer service based on the needs of the work unit.

While performing such volunteer service, the employee is paid at his/her regular rate of pay. There is no charge to the employee's leave balances. If an employee is covered under campus annual and sick leave policies, they continue to accumulate annual and sick leave. Duties performed as a volunteer are not counted as work time for purposes of calculating overtime. Neither the School nor the employee's department is liable for workers' compensation claims arising from an accident or injury while the employee is on a disaster service assignment.

## POLITICAL ACTIVITY & VOTING

Community service leave may not be used for any partisan political activity. This includes soliciting funds for votes for a political candidate or working for the election of a candidate. (Vacation leave may be used for such activities, subject to the department's normal request and approval process.)

In general, employees cannot use work time for voting. This is because the polls are open for 12 hours or more on Election Day, and employees are to vote on their own time either before or after their regular work schedule. In some cases, employees may be able to vote during their scheduled meal periods. Management has the discretion to allow flexible work scheduling to accommodate voting employees. If, however, an employee wishes to take time off during scheduled work hours, vacation leave (or other appropriate time off) must be recorded.

**Exception:** In a limited number of cases, an employee may live at such a distance from work that it is not possible to vote in the morning and still make it to work on time, or to work the full schedule and make it to the polls before they close. For example, an employee

who lives near the Virginia border may not be able to meet both voting and work obligations. In these limited situations, management may excuse a reasonable amount of time off with pay (for example, one hour) with no charge to leave, so that the employee may participate in the voting process

**Additional information** on Community Service Leave and Special Leave Provisions can be found on the Office of State Personnel's website: For FAQs: <http://www.osp.state.nc.us/manuals/commserv.html>

#### RELATED SUBJECTS

- Civil Leave
- Limitations on Political Activity