Procedure: School Assistance and Volunteer Service Leave

Purpose: Provides paid leave for volunteer services and school assistance for up to 16 hours in any leave year.*

Eligibility: Salaried (20 – 40 hours) Classified, University Staff, and Research Assistants

Important: Employees and supervisors may contact the UHR Leave Center to discuss activities that qualify for this type of leave.

Requesting Leave:

Employee’s responsibility:

- To request leave as far in advance of the desired leave as practicable
- Notify supervisor of the specific volunteer service or school assistance that will be provided
- Provide supervisor with written verification from the service organization or school administrator if requested

Supervisor’s/Department’s responsibility:

- Approve the use of School Assistance and Volunteer Service Leave
- **May** require the employee to provide written verification from the service organization or school administrator (not required by UHR)
- Have employee, timekeeper, supervisor, or designated representative enter leave on on-line timecard by selecting leave type – School/Volunteer Leave
- Indicate on the timecard in the “Comments” section what was the qualifying activity
- Make corrections by submitting a paper timesheet to the UHR Leave Center

UHR responsibility:

- Provide assistance to employee and department regarding qualifying activities

*An additional 8 hours may be allowed for full-time employees serving with a volunteer fire department or rescue squad. Employees wishing to use the additional 8 hours should contact the UHR Leave Center.