

## Volunteer Time Off

Applies to: All regular, benefit-eligible employees not covered by a collective bargaining agreement

### Policy Statement:

Employees may receive up to one day of paid time off in each fiscal year (prorated based upon FTE) to perform volunteer services through eligible non-profit organizations as defined by this policy.

Volunteer Time Off may be taken in full or half-day increments (but not less) during regular scheduled work hours with advance notice to and approval by the employee's supervisor.

Volunteer Time Off may be used in the fiscal year in which it is granted. If the time is not used, it is not paid out at termination of employment and unused time may not be carried over into the next fiscal year.

### Definitions:

**Volunteer Time Off:** Up to one day of paid time off available to employees in addition to, and not charged to, an employee's personal or vacation leave balances.

**Eligible Non-profit Organizations:** To ensure consistency in managing time off approvals under this policy, Dartmouth will provide Volunteer Time Off for employees to serve non-profit organizations affiliated with the United Way. A listing of eligible organizations can be found by visiting the [Granite United Way](#) and [United Way](#) websites.

### Procedure:

Employees requesting Volunteer Time Off must complete the [Volunteer Time Off Form](#) and submit the form to their supervisor for approval with reasonable advance notice of the proposed time off. The decision to approve a request is within the discretion of the supervisor, based upon the business and operational needs of the department. Supervisory decisions related to volunteer time off requests are not covered by the [Basic Grievance Policy](#). In the event that the time proposed conflicts with business needs, the supervisor may suggest alternate times that the employee may use Volunteer Time Off. Upon approval, the employee must provide verification of the service performed by obtaining the signature of a representative of the organization on the Volunteer Time Off Form and returning it to the supervisor within three business days of the time off.

### Documentation:

See also: [Volunteer Time Off FAQs & Form](#)