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**FACULTY COMMUNITY SERVICE LEAVE POLICY  
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**(Adopted by the Board of Trustees, November 16, 2000)  
(Amended by the Board of Trustees, November 6, 2003)**

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I. Purpose of Policy

The purpose of this policy is to encourage faculty members to volunteer their time in support of the state's schools, communities, citizens, and public and private nonprofit charitable corporations. The Community Service Leave Program replaces all previously established leave programs for child development and community involvement. Eligible faculty members shall be awarded Community Service Leave annually, which may be used for volunteer participation in the programs, services, and organizations outlined below.

II. Types of Leave Provided Under This Policy

A. Community Service Leave

Faculty members who are permanent halftime (50% FTE) or more and in leave earning status shall be awarded twenty-four (24) hours of community Service leave annually which may be used for volunteer participation in the programs, services and organizations listed below, or elect to receive an award equivalent to one (1) hour each week that a public school is in session. The latter award is to be used exclusively for mentoring or tutoring students in North Carolina Schools. Permanent, part-time employees shall be awarded leave on a prorated basis: three-quarter time positions are eligible to receive eighteen (18) hours of community service leave and half-time positions are eligible for twelve (12) hours. New eligible employees will be credited with the full day of leave immediately upon their employment.

1. *Leave for Child Involvement and School Volunteerism:* Faculty may use all or part of their annual 24-hour allotment of Community Service Leave to volunteer time in support of programs and services in public and private elementary, middle, and high schools, and licensed public and private day care and preschool settings. A parent may use this leave to meet with a teacher or administrator concerning the parent's child or may attend any educational function sponsored by the school in which the child is participating.
2. *Leave for Nonprofit Organization Volunteerism:* Faculty may use all or part of their annual 24-hour allotment of Community Service Leave to volunteer time in nonprofit, nonpartisan community organizations that are designated as 501(c)(3) agencies under the Internal Revenue Code, or human service organizations licensed or accredited to serve citizens with special needs including children, youth, and the elderly.
3. *Leave for Tutoring and Mentoring in North Carolina Schools:* In lieu of the annual 24-hour allotment of Community Service Leave, employees may elect to receive one (1) hour of volunteer leave for each week that public schools are in session, up to a maximum of 36 hours, as documented by the Board of Education. This leave award shall be used exclusively for tutoring and mentoring a student in accordance with established standards, rules, and guidelines for such arrangements as determined and documented by joint agreement with the employee's agency or university and the school. A "school" in one that is authorized to

operate under the laws of the State of North Carolina and is an elementary school, middle school, high school, or childcare program.

B. Blood and Bone Marrow Donorship

A faculty member should be encouraged to use the privilege and opportunity to participate in life giving through blood and bone marrow donorship. Faculty who are permanent halftime (50% FTE) or more and in leave earning status shall be given reasonable time off with pay for whole blood donation, pheresis procedure, and bone marrow transplant.

C. Emergency Services

Faculty members who are appointed for nine months or more and work halftime (50% FTE) or more and who are participating in volunteer emergency and rescue services if a bona fide need for such services exists within a given area shall be given time off with pay. A bona fide need is defined as real or imminent danger to life or property. A faculty member requesting this leave must provide adequate proof of membership in the emergency volunteer organization and that the performance of such emergency services will not unreasonable hinder University activity for which the faculty member is responsible. In emergency situations, which are not covered by an emergency volunteer organization, the University may determine that the emergency service to be provided can justifiably be designated as a work assignment, based on the expertise of the faculty member. In such a case, short-term work assignments may be authorized when requested by an official party requesting the assistance.

D. American Red Cross Disaster Service Leave

A faculty member may request leave with pay not to exceed 15 workdays in any 12-month period to participate in specialized disaster relief services. To qualify for leave, the faculty member must be appointed for nine months or more and work halftime (50% FTE) or more, be a disaster service volunteer of the American Red Cross, and be requested by the American Red Cross to participate. Leave shall be granted only for services related to a disaster occurring within the United States. While on disaster leave, the faculty member shall not incur any loss of pay and, if the faculty member is covered under University annual and sick leave policies, continue to accumulate annual and sick leave.

III. Approval and Reporting of Leave

Faculty members must receive prior approval from their department head<sup>1</sup> to use this leave. The request for leave shall be in writing and the department head's decision whether to grant the leave shall be provided to the faculty member in writing. The department head may require acceptable proof that leave taken is within the purpose of this policy.

Leave taken under this policy must be reported and accounted for separate from other types of leave for which the faculty member may be eligible. The EPA Personnel Office maintains a record of leave taken under this policy.

IV. Leave is Transferable

Unused leave may be transferred when an eligible faculty member transfers to another State agency.

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<sup>1</sup>. When a department head requests leave under this policy, the request shall be made to the dean.

V. Leave is Noncumulative

Leave not taken in a calendar year will be forfeited; it will not be carried forward into the next calendar year.

VI. Separation

Faculty members will not be entitled to payment for any unused community service leave upon separation from the University.

VII. Effective Date

Upon approval by the Board of Trustees, this policy shall become effective July 1, 2000 and is subject to amendments as approved by the Board of Trustees.