



Volunteer Time Off Frequently Asked Questions

Who is eligible for volunteer time off?

All regular, benefit-eligible employees, except residents and interns are eligible for paid volunteer time off. Employees covered by a collective bargaining agreement should contact a human resources labor relations consultant for guidance.

How do I volunteer?

The first step in volunteering is to identify an organization where you would like to volunteer and contact them regarding available volunteer opportunities. It is the responsibility of the employee to make arrangements to volunteer, including scheduling and any necessary paperwork or training. Once a volunteer opportunity and time have been identified, you must complete a volunteer time request form and submit it for approval to your supervisor. Upon completion of your volunteer service, you must have the organization indicate that you volunteered and you must the completed form to your supervisor.

Can I volunteer at any non-profit organization?

The volunteer time initiative leverages UMass Med Cares' employee giving initiative – by designating those non-profit organizations to which financial contributions may be made as organizations eligible for volunteer activity ([link to list](#)). In addition to eligible non-profit organizations, volunteer activities may take place in public schools.

Because UMMS has existing relationships with a number of community partners, including the Worcester Public Schools through its North Quadrant Support Services Initiative (NQSS) the Office of Community and Government Relations can assist in identifying volunteer opportunities with our partners.

Volunteers may not perform services which could be considered political or partisan or a promotion of religion.

Can my request for volunteer time off be denied?

Yes. The decision to accept a request for volunteer time off is within the discretion of your supervisor, based on the business and operational needs of the department. If the supervisor determines that the requested time will conflict with business needs, they are encouraged to work with you to find a time that works best for the department, you, and the organization for which you would like to volunteer.

In what increments may volunteer time off be used?

Volunteer time off may be used only in half or full day increments during regular scheduled work hours.

Is the Volunteer Time Off Form required?

Yes. Employees using volunteer time off must complete the [Volunteer Time Off Form](#), requesting time off and verifying their use of the benefit.

What if I want to volunteer more than the two days per year?

UMMS encourages employees to volunteer their time consistent with their interest in an organization or activity. UMMS provides two days of paid time off to support this effort, but that does not limit the amount of time an employee volunteers. Employees may use vacation time for additional volunteer time or volunteer during non-scheduled work hours.

May unused volunteer time be paid out or carried over to the following year?

No.

Do I need to complete a Workers' Compensation Injury Report if I am injured while volunteering or while traveling to the site where the service is performed?

As with any activities that occur outside of UMMS employment while an employee is using paid time off, UMMS is not liable for injuries incurred during volunteer time off. Therefore, it is not necessary for the employee or supervisor to complete the Workers' Compensation Injury Report that would be required if the injury were work-related.

Does travel time count towards volunteer time off?

Yes, your volunteer time off may include the time required to travel to the volunteer site.