



Volunteer Time

POLICY:

Effective Date:

The following are responsible for the accuracy of the information contained in this document

Responsible Policy Administrator
Vice Chancellor for Government Relations

Responsible Department
Office of Community and Government Relations

Contact (508) 856-8200

Policy Statement

The purpose of the volunteer time policy is to support volunteer activities that enhance and serve the communities where employees live and work by supporting community engagement opportunities that are meaningful, purposeful and help those in need.

Eligible UMass Medical School employees may take 16 hours of paid time off in each fiscal year (prorated based upon FTE) to perform volunteer services during regular business hours at eligible non-profit organizations as defined by this policy.

Reason for Policy

To provide the guidelines for the use and reporting of paid volunteer time.

Entities Affected by This Policy

Applies to all regular, benefit-eligible employees, except residents and interns. Employees covered by a collective bargaining agreement should contact a human resources labor relations consultant for guidance.

Related Documents

[Volunteer Time Off Form](#)
[Volunteer Time Off FAQs](#)

Scope

- Volunteer Time Off may be taken in half-day or full day increments during regular scheduled work hours with advance notice to and approval by the employee's supervisor.
- Volunteer Time Off may not be used to perform services which could be considered political or partisan or a promotion of religion.
- Volunteer Time Off shall 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.

Responsibilities

Chair, Director or Department Head, Administrator	Approves and tracks the employee's approved volunteer time.
Employee	Submit Volunteer Time Off Form to their supervisor.

Procedures

- 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.
- If 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 two business days of the time off.
- The supervisor submits the form to the Human Resources Data Group using the "Submit" button at the bottom of the Volunteer Time Off Form.
- The HR Data Group will scan the Volunteer Time Off Form into the employee's electronic record.
- The supervisor tracks the employee's approved volunteer time.

Definitions

Volunteer Time Off	Sixteen hours 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, UMass Medical School will provide Volunteer Time Off for employees to serve 1) non-profit organizations designated by the school, 2) any public school in the Commonwealth and 3) other organizations/initiatives designated by the medical school from time to time. A current list of approved organizations may be found at LINK .

Approvals

John Erwin
Vice Chancellor for Government Relations

Date

TBD

Forms / Instructions

In support of this policy, the following forms are included:

Name

Number

[Volunteer Time Off Form](#)

[Volunteer Time Off FAQs](#)