

## Community Service Leave Policy

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### § 1. Policy

In recognition of the State's interest in supporting its employees who wish to volunteer in schools, communities, institutions of higher education, State agencies, and non-profit organizations, and recognizing the commitment of State employees to engage in volunteer service, Community Service Leave, within the parameters outlined below, may be granted to:

- parents for involvement with their child in the schools (as defined below)
- any employee for volunteer activity in the schools (as defined below); or
- any employee for volunteer activity in a non-profit Community Service Organization (as defined below), or
- any employee for volunteering in a State of North Carolina Public University, Community College System or State agency provided that the service is outside of the employee's normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for the services rendered.

In addition, there are special provisions for granting Community Service Leave to:

- any employee for tutoring and mentoring in public or private schools, or
  - any employee to volunteer in a literacy program in any public school.
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## Community Service Leave Policy (cont.)

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### § 2. Definitions

Following are definitions of terms used in this policy:

Community Service: The act of supporting citizens of North Carolina through volunteer service.

Volunteer: A person who willingly chooses to perform hours of service for civic, charitable or humanitarian reasons without promise or expectation of compensation for services provided.

School (public or private): An organization that is authorized to operate under the laws of the State of North Carolina and is:

- an elementary school,
- middle school,
- high school, or
- a licensed childcare program

**Advisory Note:** For employees who live in a state adjacent to North Carolina or have a duty station in a state other than North Carolina, the agency may grant community service leave for involvement in the child's school.

Public University: An educational institution that is a member of the North Carolina Community College System.

Community College: A constituent institution of the University of North Carolina

State Agency: A State government agency that is authorized to operate under the laws of the State of North Carolina.

Community Service Organization: A non-profit, non-partisan community organization designated as an IRS Code 501(c)(3) agency, or a human service organization licensed or accredited to serve citizens with needs including children, youth, and the elderly.

Child: A son or daughter who is:

- a biological child,
- an adopted child,
- a foster child
- a stepchild,
- a legal ward, and
- a child of an employee standing in loco parentis.

**Community Service Leave Policy (cont.)****§ 3. Covered Employees and Credits**

With approval of the supervisor, an employee is eligible for Community Service Leave as follows:

| Type of Appointment  | Amount Granted   |
|--|--|
| Full-time - permanent, probationary, or time-limited                     | 24 hours per calendar year*<br>See special provision (Section 5, Page 18.3) options for volunteering in a literacy program or tutoring/mentoring                                 |
| Part-time (half time or more) – permanent, probationary, or time limited | Prorated proportionately to percentage of full-time equivalent for the position. Example, an individual with a half-time appointment is eligible for 12 hours per calendar year. |
| Temporary, intermittent, or part-time (less than half-time)              | None   |

\*The twenty-four hours (24) of paid leave shall be credited to each employee on January 1 of each year, unless the employee chooses one of the special provision options for volunteering in a literacy program or tutoring/mentoring.

Newly hired employees shall be credited with leave immediately upon their employment, prorated at two hours per month for the remainder of the calendar year. Separated employees that are re-employed within the same calendar year are credited Community Service Leave the same as newly hired employees; however, the combination of re-employment credit hours and total hours used prior to separation in the same calendar year cannot exceed the annual 24-hour maximum leave benefit.

**§ 4. Changing Options**

If an employee chooses to change options from regular Community Service Leave to the special provisions for volunteering for the literary program or tutoring/mentoring or vice versa, during the calendar year, the maximum hours that may be granted is the maximum allowed under the new option chosen minus the amount already used.

## Community Service Leave Policy (cont.)

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### § 5. What is Community Service

Community service, for this purpose, is:

- meeting with a teacher or administrator concerning the employee's child,
- attending any function sponsored by the school in which the employee's child is participating. This provision shall only be utilized in conjunction with nonathletic programs that are a part or supplement to the school's academic or artistic program,
- performing school-approved volunteer service approved by a teacher, school administrator, or program administrator,
- performing a service for a community service organization
- performing volunteer service for a public university\*\* that is approved by a university administrator or other authorized university official,
- performing volunteer service for a community college that is approved by a community college administrator or other authorized community college official, or
- performing volunteer service for a State agency\*\* that is approved by the agency head or his/her designee.

\*\*An individual shall not be considered a volunteer if the person is otherwise employed by a State agency or State university to perform the same type of service as those for which the person proposes to volunteer.

Notes:

- (1) Service does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Service would include activities supported by religious organizations such as volunteering in soup kitchens, homeless shelters or other community activities.
- (2) Service may include serving inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the service. Vacation leave rather than Community Service leave must be used if the employee is receiving pay for the "inside" poll work or if the employee is distributing brochures, transporting voters or other partisan campaigning outside of the polls.
- (3) Service for a fundraising event is eligible for Community Service Leave if there is a bona-fide volunteer relationship and the fundraising event is directly sponsored and

## Community Service Leave Policy (cont.)

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- supported by an eligible community service organization. For example, playing in a golf tournament that is raising money for the American Cancer Society is not considered a volunteer activity that would be eligible for Community Service Leave; however, setting up tents, handling parking and registration, or serving at the food tent at the fundraising golf event would be considered a volunteer activity and would be eligible for community service leave. Volunteering at a fundraising event for an individual citizen or political party is not eligible for Community Service Leave.
- (4) Disaster relief service must be performed through a recognized eligible disaster relief organization, example, the American Red Cross.
  - (5) The 'child involvement' provision of the policy is limited to child day care, elementary school, middle school or high school involvement. A parent cannot, for example, use community service leave for on-site visits to colleges for the purpose of selecting a college, or to attend college orientations or assist with moving the child in and out of the on-campus housing, or for attendance at college graduations.
  - (6) Community Service leave for volunteer service is meant to be used for actual service time. Time spent training to be a volunteer is not covered by Community Service Leave. Also, time spent in administrative duties such as attending organization meetings, electing officials, or attending social events sponsored by an organization shall not be covered by Community Service Leave.

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### § 6. Approval of Leave

Employees must receive approval from their supervisor to use this leave. The supervisor or other agency/institution manager may require that the leave be taken at a time other than the one requested, based on the needs of the agency. Leave shall only be requested and approved for community service that occurs during the employee's regularly scheduled hours of work. Agencies with shift employees regularly scheduled to work evening or night shift with a shift schedule in excess of a regular 8-hour shift may allow the use of community service leave in situations where the employee's participation in community service outside of the normal work schedule significantly impacts the employee's normal sleep period.

The agency may require acceptable proof that leave is being utilized in accordance with the purpose of this policy. Reasonable travel time may be included in approved time for

## Community Service Leave Policy (cont.)

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community service, but only for the time that intersects the employee's regular work schedule. The majority of the leave shall be used for direct volunteer service.

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### § 7. Inter-Agency Transfer

If an employee transfers to another State agency, any balance of community service leave not used shall be transferred to the new agency. Under the tutoring/mentoring option, the employee should secure approval from the new supervisor to continue with that option prior to the transfer.

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### § 8. Not Cumulative

Leave not taken by the end of the calendar year is forfeited; it shall not be carried into the next calendar year.

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### § 9. Separation

Employees shall not be paid for such unused leave at separation.

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### § 10. Records

The use of Community Service leave shall be reported separately from all other paid leave. Employees and supervisors are responsible for timely and accurately reporting the use of Community Service leave on the employee's time record.

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### § 11. Partisan Political Involvement

Partisan political activity during State time and the use of State equipment or property for any community service are not permitted. Special care must be taken to avoid any possible interpretation that the State is, in fact, permitting time off and in so doing supporting a political candidacy. State employees engaging in political activity must do so in accordance with G.S. § 126-13 of the Human Resources Act.

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### § 12. Sources of Authority

This policy is issued under any and all of the following sources of law:

- [N.C.G.S. § 126-4\(5\); \(5b\), \(10\)](#)

**Community Service Leave Policy (cont.)**

It is compliant with the Administrative Code rules at:

- [25 NCAC 01E .1600](#)

**§ 13. History of This Policy**

| Date         | Version   |
|--------------|---|
| July 1, 2000 | <ul style="list-style-type: none"> <li>• New Policy April 13, 2000 Governor Hunt signed Executive Order 168. Effective July 1, 2000, until such time as permanent rules are approved, a blanket exception implemented, establishing the Community Service Leave Policy that incorporates the Community Involvement Leave, Child Involvement Leave and Volunteer Participation Leave Policies. The histories of these three policies are as follows: <ul style="list-style-type: none"> <li>• CHILD INVOLVEMENT LEAVE<br/>1-1-94: New Policy</li> <li>• COMMUNITY INVOLVEMENT LEAVE<br/>2-1-83: Adopted policy on Community Involvement. Provides employees with time off to participate in community affairs and an opportunity to make that time up. 4-1-86: Changed provision for make-up time whereby it constitutes overtime and can only be made up during the same week or in a week when a full schedule is not worked.</li> <li>• VOLUNTEER PARTICIPATIONS LEAVE<br/>12-13-74: Policy adopted to allow time off with pay to participate in emergency and rescue services within a limited area around their workstation.<br/>12-1-87: Changed name of policy from Volunteer Emergency Services and added policy on Blood Donorship.<br/>3-1-90: Add leave for bone marrow transplantation.<br/>4-1-93: Add Disaster Leave per G.S. 166A-30-32.<br/>7-1-95: Revised to include type of appointment of covered employees</li> </ul> </li> </ul> |

**Community Service Leave Policy (cont.)**

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| September 5, 2000  | <ul style="list-style-type: none"> <li>• Advisory Note added to clarify leave as it relates to religious activities.</li> </ul>   |
| September 22, 2000 | <ul style="list-style-type: none"> <li>• Correction to remove the word “public” when referring to schools eligible for using leave for mentoring/tutoring.</li> <li>• Special provision for emergency service revised as provided in HB 231, Sections 23. (a) and 23.(b) that rewrote GS 127A-116 to provide for leave without loss of pay, time or efficiency rating for special emergency management service.</li> </ul>  |
| December 19, 2001  | <ul style="list-style-type: none"> <li>• American Red Cross Disaster Service Leave revised to conform to changes in N.C.G.S. § 166A-32:</li> <li>• (1) Leave applies to disasters occurring within the United States rather than just North Carolina.</li> <li>• (2) Omitted the word “certified” before “disaster service volunteer.” (Note: The statute still defines “Certified Disaster Service Volunteer; however, the 2001 legislation deleted the word “certified” in N.C.G.S. § 166A-32 which provides leave.)</li> </ul> |
| April 1, 2004      | <ul style="list-style-type: none"> <li>• Add Advisory Note to allow agencies to approve community service leave for employees who live in states adjacent to North Carolina.</li> </ul>   |
| August 1, 2004     | <ul style="list-style-type: none"> <li>• (1) Deleted Advisory Note under Emergency Services since the temporary rule providing for wider use of leave for emergency management services has become a permanent rule.</li> <li>• (2) Revised to incorporate leave with pay up to 30 days for organ donation.</li> </ul>  |
| January 1, 2008    | <ul style="list-style-type: none"> <li>• Advisory Notes added for agencies using BEACON/HR Payroll System:</li> <li>• (1) If an employee has holiday compensatory time, overtime compensatory time or on-call compensatory time, it shall be taken before sick leave.</li> <li>• (2) Hours worked in excess of the employee’s established work schedule will be used to offset leave reported in the same</li> </ul>  |



**Community Service Leave Policy (cont.)**

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|                  | <p>workweek. Leave will be restored to the employee's balance for later use.</p> <ul style="list-style-type: none"> <li>• (3) Advisory Note added to clarify that service may include working inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the work.</li> </ul>  |
| April 1, 2009    | <ul style="list-style-type: none"> <li>• Deletes the Advisory Note about the leave hierarchy since this does not apply to Community Service Leave.</li> </ul>   |
| November 1, 2009 | <ul style="list-style-type: none"> <li>• Deleted the following provisions and incorporated them into Other Management Approved Leave: <ul style="list-style-type: none"> <li>• Emergency Services</li> <li>• Blood, Bone Marrow and Organ Donorship</li> <li>• American Red Cross Disaster Service Volunteer</li> </ul> </li> </ul>   |
| March 1, 2010    | <ul style="list-style-type: none"> <li>• Added provisions for volunteering for certain activities in a public school or a community service organization. Requires that the service is outside of the employee's normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for the services rendered.</li> </ul>  |
| January 1, 2011  | <ul style="list-style-type: none"> <li>• Advisory Note about Leave Offsetting deleted and placed in General Leave Policies.</li> </ul>  |
| March 11, 2011   | <ul style="list-style-type: none"> <li>• Deleted reference to blood and bone marrow donation since this is in the Other Management Approved Leave policy.</li> </ul>  |
| June 1, 2014     | <ul style="list-style-type: none"> <li>• Policy change required to comply with Senate Bill 402 (Session Law 2013-360) which required the State Human Resources Commission to establish policies and rules governing a leave program that allows employees to volunteer in a literacy program in a public school for up to five hours each month. Literacy Leave was added as special provisions to the regular CSL Policy. The existing</li> <li>• tutoring/mentoring provision of the CSL policy was also moved to the special provisions section of CSL. In addition, changes to the regular CSL policy include:</li> </ul> |

**Community Service Leave Policy (cont.)**

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|                    | <ul style="list-style-type: none"> <li>• Added a definition for community service and volunteer</li> <li>• Clarified that 24 hours of CSL is per calendar year.</li> <li>• Clarified how to administer CSL for an employee who separates and is re- employed in the same calendar year.</li> <li>• Clarification on volunteer work related to fundraising events</li> <li>• Clarification on disaster relief service.</li> <li>• Clarification on child involvement for college visitation and orientations.</li> <li>• Clarification for volunteer training and administrative service and social events sponsored by organizations.</li> <li>• Clarification that CSL should be requested and approved for service being performed during regular scheduled hours of work. Include an exception for evening and night shift workers when volunteer service outside of normal work hours significantly impacts an employee's normal sleep time.</li> <li>• Clarification that reasonable travel time may be included in approved time for CSL; however, the majority of the leave shall be used for direct volunteer service.</li> <li>• The "agency policy" section was deleted. In addition, the option to allow make-up time for volunteer service in excess of 24 hours was removed.</li> <li>• Policy revised to delete all references to trainee appointments, per appointment types and career status.</li> </ul> |
| September 17, 2017 | <ul style="list-style-type: none"> <li>• Policy revised to delete all references to trainee appointments, per appointment types and career status.</li> </ul>   |
| December 15, 2019  | <ul style="list-style-type: none"> <li>• Add to an advisory note to also allow State Employees with Duty Stations Outside of North Carolina to use Child Involvement Portion of Community Service Leave Policy.</li> </ul>  |
| February 16, 2024  | <ul style="list-style-type: none"> <li>• Policy revised to delete references of not-for-profit to non-profit at request of SME McFadden and approval by AGC Perkinson. Not presented to SHRC.</li> </ul>  |