

**COMMUNITY SERVICE LEAVE
SUMMARY OF REVISIONS**

3-01-2011	Deleted reference to blood and bone marrow donation since this is in the Other Management Approved Leave policy.
7-01-00	<p>COMMUNITY SERVICE LEAVE POLICY – 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:</p> <p style="padding-left: 40px;">CHILD INVOLVEMENT LEAVE 1-1-94: New Policy</p> <p style="padding-left: 40px;">COMMUNITY INVOLVEMENT LEAVE 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.</p> <p style="padding-left: 40px;">VOLUNTEER PARTICIPATIONS LEAVE 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. 12-1-87: Changed name of policy from Volunteer Emergency Services and added policy on Blood Donorship. 3-1-90: Add leave for bone marrow transplantation. 4-1-93: Add Disaster Leave per G.S. 166A-30-32. 7-1-95: Revised to include type of appointment of covered employees</p>
9-5-00	Advisory Note added to clarify leave as it relates to religious activities
9-22-00	<p>Correction to remove the word “public” when referring to schools eligible for using leave for mentoring/tutoring.</p> <p>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.</p>
12-19-01	<p>American Red Cross Disaster Service Leave revised to conform to changes in GS-166A-32:</p> <p>(1) Leave applies to disasters occurring within the United States rather than just North Carolina. (2) Omitted the word “certified” before “disaster service volunteer.”</p>

	(Note: The statute still defines “Certified Disaster Service Volunteer; however, the 2001 legislation deleted the word “certified” in 166A-32 which provides leave.)
4-1-04	Add Advisory Note to allow agencies to approve community service leave for employees who live in states adjacent to North Carolina.
8-1-04	(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. (2) Revised to incorporate leave with pay up to 30 days for organ donation.
1-1-08	Advisory Notes added for agencies using BEACON/HR Payroll System: (1) If an employee has holiday compensatory time, overtime compensatory time or on-call compensatory time, it shall be taken before sick leave. (2) Hours worked in excess of the employee’s established work schedule will be used to offset leave reported in the same workweek. Leave will be restored to the employee’s balance for later use. (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
4-1-09	Deletes the Advisory Note about the leave hierarchy since this does not apply to Community Service Leave.
11-1-09	Deleted the following provisions and incorporated them into Other Management Approved Leave: <ul style="list-style-type: none"> • Emergency Services • Blood, Bone Marrow and Organ Donorship • American Red Cross Disaster Service Volunteer
3-1-10	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.
1-1-11	Advisory Note about Leave Offsetting deleted and placed in General Leave Policies
6-1-14	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 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: <ul style="list-style-type: none"> • Added a definition for community service and volunteer

<p>9/7/17</p>	<ul style="list-style-type: none">• Clarified that 24 hours of CSL is per <u>calendar year</u>.• Clarified how to administer CSL for an employee who separates and is re- employed in the same calendar year• Clarification on volunteer work related to fundraising events• Clarification on disaster relief service• Clarification on child involvement for college visitation and orientations• Clarification for volunteer training and administrative service and social events sponsored by organizations.• 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.• 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. <p>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.</p> <p>Policy revised to delete all references to trainee appointments, per appointment types and career status.</p>
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