

COMMUNITY ENGAGEMENT
VOLUNTEER LEAVE

APPROVAL AND CERTIFICATION OF VOLUNTEER LEAVE

EMPLOYEE NAME: _____ ID: _____

REQUESTED LEAVE DATE(S): _____

TYPE OF COMMUNITY SERVICE (insert name of organization):

Non-Profit Organization: _____

Governmental Organization: _____

School or Health Care: _____

Public Charity: _____

Employee Date

Supervisor Date

Dean/Director Date

ORGANIZATION CERTIFICATION

This is to certify that _____ participated as a Volunteer in
(Employee Name)
Community Service on the following date: _____

at the following times: ___ 8:00 – 12:00 o'clock and/or: ___ 1:00 – 5:00 o'clock

Name of Organization Official Signature Date

COMMUNITY ENGAGEMENT VOLUNTEER LEAVE

Florida Atlantic University encourages our employees to be involved in their communities by lending their voluntary support to programs that enrich the quality of life and opportunities for all citizens.

Qualifications:

To be eligible to participate in the Community Service Volunteer Leave program, a full or part-time employee must be employed at least one year, have passed an applicable probationary period, and have consistent satisfactory performance without any disciplinary action for the prior twelve months. Temporary (OPS) employees are not eligible.

Leave Time:

FAU will provide qualified full time employees with 8 hours of paid Community Service Volunteer Leave each calendar year. Leave can be taken as one full day or two half days. Leave for part time employees will be prorated based on FTE. Leave that is not used by December 31 of each year is forfeited and will not be carried into the next calendar year. Unused leave will not be paid out upon termination of employment.

Eligible Leave Usage:

Employees may be granted paid time off under the provisions of Community EnF8 11T E370ge)(t)-11(Emplid4s m