

I. POLICY

Salt Lake Community College is committed to partnering with and helping strengthen the communities in which we work and live. Providing service to organizations in the community and building sustained partnerships with these organizations allow full-time faculty and staff to more fully embrace SLCC's mission, vision, and values and support the college's strategic goals. SLCC encourages its employees to become engaged in their communities, lending their voluntary support to programs that enrich the quality of life and opportunities for all citizens.

II. REFERENCES

Reserved

III. DEFINITIONS

See [Human Resources Definitions](#)

IV. PROCEDURES

A. Community Engagement Activities

1. Community engagement leave is provided to employees to engage in volunteer activities during their regularly scheduled working hours outside of the college for the enhancement of our community, such as participation in schools or community service organizations, etc.
2. Employees may select their community partner or use the established college partners listed on the Thayne Service and Learning Center website.
3. Employees may not use community engagement leave with certain organizations or activities, including attendance at:
 - a. religious organizations to attend worship services or proselytize;
 - b. fraternal societies;
 - c. social clubs or country clubs;

- d. political activities which are partisan in nature.;
- e. service for compensation;
- f. service, which is a part of the employee's employment; or
- g. social events, rallies, and fundraisers for community organizations.

While some organizations do not meet the criteria for using leave, SLCC leadership recognizes that these organizations hold community events that may qualify on a case by case basis.

B. Availability of Leave

1. New employees hired between July 1, and December 31 will receive 24 hours for the fiscal year. New employees hired between January 1, and June 30 will receive 12 hours for the remainder of the fiscal year.
2. Unused leave does not carry over into the next fiscal year.

C. Approval of Leave

1. Employees must submit a written request to their supervisor describing the leave, the date, and the number of leave hours requested.
2. Supervisors will then approve or deny the request. Supervisors will keep a record of their decision.
3. An employee may appeal denied leave requests to the employee's second level supervisor.
4. Employees should schedule leave at times that will not interfere with the efficiency of the department.
5. Supervisors should attempt to approve leave at the time requested by an employee but have the discretion to deny the leave if it impacts SLCC operations.
6. If the supervisor approves the leave request, the employee will arrange the service directly with the organization.

D. Reporting Leave Time

1. Employees will report leave time on their time sheet on the day that the employee took the leave.
2. Employees should enter the name of the organization they provided service for in the comments section on their time sheet.
3. Supervisors are responsible for approving an employee's submitted leave time.
4. Volunteer time that exceeds 24 hours will be charged to vacation leave or unpaid leave as appropriate.

E. Other

1. Community engagement leave is not paid out at the time of termination or used to extend a termination date.
2. Leave time taken under this policy will not be included in the calculation of weekly hours for overtime for non-exempt staff.
3. Employees will not be entitled to any reimbursement for travel, lodging, meals, and other trip-related expenses associated with taking leave.
4. State and college-owned property and supplies will not be used for community engagement leave.
5. Community engagement leave is not used when an employee supports a department or college-wide day of service. These college-wide events are considered work time.
6. Supervisors are encouraged to support part-time employees in attending and providing service to the community through college-wide days of service.
7. Faculty are also encouraged to attend department and college-wide community service events.

Date of last cabinet review: July 21, 2020

The originator of this policy & procedure is Human Resources. Questions regarding this policy may be directed to the originator by calling 801-957-4210.