

CHAPTER 5

EMPLOYEE BENEFITS

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Chapter 5
Employee Benefits

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Type	<i>Volunteer & School Leave</i>
Eligibility	Employees in full-time and part-time regular and limited-term positions except those hired on or after 1/1/2014 into part-time regular and limited-term positions which have fewer than 780 annual authorized hours.
Purpose	<p><i>School Leave may be used by an employee to provide paid absences to perform volunteer work in a school, to meet with a teacher or administrator concerning the employee's children, step-children, or children over whom the employee has custody, or to attend a school function in which such a child is participating. School leave may be used for these purposes in a public or private elementary, middle, or high school, or a licensed preschool or daycare center.</i></p> <p><i>Volunteer Leave may be used by an employee to provide paid absences to perform volunteer work as part of an organized service project through a recognized nonprofit or governmental organization.</i></p>
Guidelines	<p>Employees in full-time regular and limited-term positions may take up to eight (8) hours of School Leave per fiscal year <i>and up to eight (8) hours of Volunteer Leave per fiscal year.</i></p> <p>Employees in part-time regular and limited-term positions may take up to one day as defined in Section 5.4.A.3.a.</p>