

# EMPLOYEES AS VOLUNTEERS

## VCU COMMUNITY SERVICE LEAVE

Provides employees (with or without children) with paid leave each calendar year

### WHAT QUALIFIES?

OPTION  
1



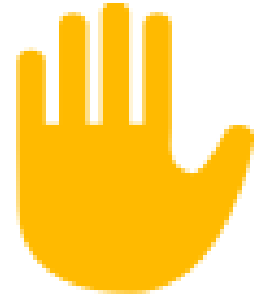
Meet with public or private school officials about your children or attend school functions in which your children are participating\*

OPTION  
2



Perform school-approved volunteer work in a public school\*

OPTION  
3



Participate in volunteer community service organizations

\* Please note that "school" applies only to preschool through 12<sup>th</sup> grade.

### HOW MUCH TIME DO I HAVE?

Full-time classified staff and 12 month faculty receive:

**16**  
Hours

of paid community service leave on January 10 of each year



You do not need to take a full eight hour day at a time



Leave not taken in a calendar year cannot be carried forward to the next year.

There is no payment for unused community service leave upon separation from employment

### WHERE CAN I VOLUNTEER?



A public or private nonprofit organization representative of a community and engaged in meeting human, educational, environmental or public safety needs\*

\*Services provided through a church where the only recipients are constituents of the church and activities involving political groups or causes are excluded

Visit  
**HandsOn Greater Richmond**  
[handsonrva.org](http://handsonrva.org)  
for service opportunities

### TELL US YOUR STORY!

What exciting ways have you used your community service leave?

The Division of Community Engagement would love to know, and may feature your story on our website.

Visit <https://goo.gl/glmihm> to submit your story.



### CONNECT WITH US!



**VCU**

VIRGINIA COMMONWEALTH UNIVERSITY

Office of the Provost | Division of Community Engagement

[community.vcu.edu](http://community.vcu.edu)



VCU Community Engagement



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