**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 12th 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*

Visit HandsOn Greater Richmond handsormva.org for service opportunities

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

**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!**

community.vcu.edu

VCU Community Engagement @VCUCommunity

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