

# Creighton University Volunteer Service Paid Time Off Policy

## Frequently Asked Questions

At Creighton University, our mission is greater than ourselves. Just as our founders and those before us were committed to bettering our community, the gifts and talents of our faculty and staff should be offered in solidarity to our local and global partners to build a more just world.

### **What is the intention?**

The intention of this program is to create community engagement opportunities for Creighton's employees that are meaningful, purposeful and help those in need. At the same time, Creighton recognizes that participating in these activities also will enrich and inspire the lives of our employees. Community is not defined as just local community but may encompass a global perspective.

### **How much time is allotted and what qualifies as an approved agency?**

All full-time and part-time, benefit-eligible, employees can volunteer up to 16 hours per academic year (July 1 – June 30) with a Creighton-sponsored event and/or Creighton partnership site identified through the Creighton Schlegel Center for Service and Justice (SCSJ) <http://blogs.creighton.edu/ccsj/>. Volunteer service work may extend across multiple community partners and must be used in increments of two hours or more.

If an agency you desire is not part of a Creighton-sponsored event or identified by SCSJ, please contact the Office of the Vice Provost for Mission and Ministry for review and consideration.

The service time-off will be paid at the employee's current base salary. Service paid time will be considered as excused time and will not accrue from fiscal year to year. Usage of this time does not affect vacation or sick accruals. Any unused volunteer paid time hours will not be paid out upon termination of employment.

### **Who is eligible?**

All full-time and part-time, benefit-eligible, employees are qualified to participate in this program. The employee must be in good standing. The employee must provide reasonable notice to their supervisor, and work demands can take priority over the service time-off request.

### **What is the approval process?**

Employees will submit a request via the absence management module in myHR <http://www.creighton.edu/hr/myhr/>, under the category of Volunteer Hours. The supervisor will review the request. Supervisors who have questions or concerns are asked to contact Human Resources before approving or denying the request.

Examples of appropriate uses for service time off:

- Building a house for Habitat for Humanity
- Participating in Project Homeless Connect Omaha  
<http://blogs.creighton.edu/ccsj/phcomaha/>
- Volunteering at a local hospital
- Volunteering at an inner-city school
- Volunteering at the food bank

Examples of inappropriate uses for service time off:

- Attending a professional or personal interest conference
- Attending your child's PTA meeting
- Coaching your child's basketball game

**Does travel time count toward service time off?**

Yes, paid service time off may include time required for travel to and from the volunteer site.

**Can employee's request for paid service time off be denied?**

The decision to approve a request for paid service time is within the discretion of the supervisor based on organizational and operational needs of the division, school or college. Supervisors who determine that the requested time off conflicts with operational needs are encouraged to work with employees to find a time that works for both employees and the division, school or college.