**I. GENERAL..... 1**
**II. DEFINITIONS..... 1**
**III. LEAVE..... 2**
**IV. MISCELLANEOUS..... 3**

## I. GENERAL

In recognition of the College's interest in supporting its employees who wish to volunteer in schools, communities, institutions of higher education, State agencies, and nonprofit organizations, and recognizing the commitment of College employees to engage in volunteer service, Community Service Leave, within the parameters outlined below, may be granted to:

- Parents for involvement with their child in the schools (as defined below),
- Any employee for volunteer activity in the schools (as defined below),
- Any employee for volunteer activity in a non-profit Community Service Organization (as defined below), or
- Any employee for volunteering in a State of North Carolina Public University, Community College System or State agency provided that the service is outside of the employee's normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for the services rendered.

## II. DEFINITIONS

Community Service: The act of supporting citizens of North Carolina through volunteer service. Examples include -

- Meeting with a teacher or administrator concerning the employee's child,
- Attending any function sponsored by the school in which the employee's child is participating (only if utilized in conjunction with nonathletic programs that are a part of or supplement to the school's academic or artistic program),
- Performing school-approved volunteer service approved by a teacher, school administrator, or program administrator,
- Performing a service for a community service organization
- Performing volunteer service for a public university that is approved by a university administrator or other authorized university official,
- Performing volunteer service for a community college that is approved by a community college administrator or other authorized community college official, or

- Performing volunteer service for a State agency that is approved by the agency head or his/her designee.

For the purposes of this policy, an individual shall not be considered a volunteer if the person is otherwise employed by an agency, an university, or a community college to perform the same type of service as those for which the person proposes to volunteer.

Volunteer: A person who willingly chooses to perform hours of service for civic, charitable or humanitarian reasons without promise or expectation of compensation for services provided.

School (public or private): An organization that is authorized to operate under the laws of the State of North Carolina, or a similarly situated organization in an adjacent state or the state of an employee's duty station, and is

- An elementary school,
- Middle school,
- High school, or
- A licensed childcare program

Public University: An educational institution that is a member of the North Carolina Community College System.

Community College: A constituent institution of the University of North Carolina

State Agency: A State government agency that is authorized to operate under the laws of the State of North Carolina.

Community Service Organization: A non-profit, non-partisan community organization designated as an IRS Code 501(c)(3) agency, or a human service organization licensed or accredited to serve citizens with needs including children, youth, and the elderly.

Child: A son or daughter who is:

- A biological child,
- An adopted child,
- A foster child
- A stepchild,
- A legal ward, or
- A child of an employee standing in loco parentis.

## III. LEAVE

Full-time, permanent employees shall earn twenty-four (24) hours per calendar year, credited on January 1 of each year. Part-time, permanent employees shall earn community service leave on a half-time pro-rata basis. New employees shall be credited with leave immediately upon their employment, prorated at two hours per month for the remainder of the calendar year. Separated employees that are re-employed within the same calendar year are credited Community Service Leave the same as newly hired employees; however, the combination of re-employment credit hours and total hours used prior to separation in the same calendar year cannot exceed the annual maximum leave benefit.

## IV. MISCELLANEOUS

Employees must receive approval from their supervisor to use this leave. The supervisor or other agency/institution manager may require that the leave be taken at a time other than the one requested, based on the needs of the agency. Leave shall only be requested and approved for community service that occurs during the employee's regularly scheduled hours of work. The agency may require acceptable proof that leave is being utilized in accordance with the purpose of this policy. Reasonable travel time may be included in approved time for community service, but only for the time that intersects the employee's regular work schedule. The majority of the leave shall be used for direct volunteer service.

Leave not taken by the end of the calendar year is forfeited; it shall not be carried into the next calendar year. Employees shall not be paid for such unused leave at separation

Partisan political activity during State time and the use of State equipment or property for any community service are not permitted. Special care must be taken to avoid any possible interpretation that the State is, in fact, permitting time off and in so doing supporting a political candidacy.

---

**REFERENCES**

| | |
|---|---|
| **Statutory References** | N.C.G.S. §§ 95-28.3, 126-4 |
| **Regulatory References** | 1C SBCCC 200.94, 25 NCAC 01E .1600 |
| **Relevant Guidance** | *State Human Resources Manual*, "Community Service Leave Policy" |
| **Policy Manual Cross-References** | Referenced by:<br>● Policy 3.2.4 - Leave<br>● Procedure 3.2.4.1 - Leave Requests |

**POLICY HISTORY**

| | |
|---|---|
| **January 1, 2025** | Adopted. |
| **November 11, 2025** | Non-substantive corrections by staff. |