

HR Policy:

Management and Professional Administrator's Community Volunteer Day

Purpose

In support of the Mount's tradition of social responsibility and service to the community, the University provides opportunity for its Management and Professional Administrators (MPA) to apply for a one-day paid leave of absence each year to volunteer in the community.

Scope

This policy applies to all employees within the Management and Professional Administrator's employee group.

Volunteer Organizations

There are many worthy organizations in the community that could benefit from volunteer services. For the purposes of the Management and Professional Administrator's Community Volunteer Day, they should be non-profit organizations, services, or schools which are dependent upon volunteers.

Process for Approval

- 1) Employee submits a Leave Form to her managing supervisor with information on the volunteer opportunity attached.
- 2) Managing supervisor considers the requested date, based on operational requirements, and
 - a. Approves the form and forwards it to Human Resources, or
 - b. Advises the employee the requested date is not being approved based on operational requirements and asks the employee to resubmit request for another date.
- 3) Human Resources confirms eligibility based on one Community Volunteer Day per fiscal year (April 1 to March 31).

Approved By: Vice-President (Administration)

Date Approved: March 28, 2011