

DEACS DO GOOD | VOLUNTEER TIME-OFF PROGRAM (VTO)

The purpose of Wake Forest University Advancement's Volunteer Time-Off Program is to:

- Support volunteer activities that enhance and serve the communities in which we live and work.
- Support communities that are impacted by disasters.
- Address issues that impact quality of life.
- The intent of this program is to create community engagement opportunities for University Advancement employees that are meaningful, purposeful and helps those in need. At the same time, we recognize that participating in these activities will also enrich and inspire the lives of our employees.

This VTO policy will go into effect on 1/1/2019 and all eligible employees will be allotted two days of paid volunteer time off to be used before the end of the calendar year (December 31, 2019). Moving forward, at the beginning of each calendar year (January 1), all eligible employees will be allotted two days of paid volunteer time off to be used in that calendar year (January 1 – December 31). Eligible new employees may use one day of paid volunteer time off between their date of hire and the end of the fiscal year (December 31). Any policy put into effect by Wake Forest University Human Resources will supersede this policy.

Eligibility:

All full-time, regular, benefit-eligible employees of University Advancement are eligible to participate in this program one month after their date-of-hire. The employee must be in good standing to participate in the program. The decision to accept a request for VTO is within the discretion of the supervisor, based on the business and operational needs of the department. If the supervisor determines that the requested time will conflict with business needs, they are encouraged to work with the employee to find a time that works for both the department and the employee. The employee must provide reasonable notice to their supervisor and work demands can take priority over the VTO request. Employees can select a charity of their choice or work together with other UA colleagues on a team volunteer activity.

Ineligibility:

Employees are ineligible to participate in the VTO program if:

- The employee is on a Performance Improvement Plan (PIP).
- The employee's employment with University Advancement terminates for any reason.
- The VTO program is discontinued. Wake Forest University Advancement reserves the right to modify, amend, suspend or discontinue this program at any time without prior notice. University Advancement also reserves the right to revoke approval if it is felt that the employee is misusing the program.

Volunteer Time Off Form:

Employees requesting Volunteer Time Off must complete the Volunteer Time Off Form and submit the form to their supervisor for approval with reasonable advance notice of the proposed time off. The decision to approve a request is within the discretion of the supervisor, based upon the business and operational needs of the department. Supervisory approval is required to verify use of the benefit and must be sent to the Director of Talent Development and Facilities Management prior to the service being approved.

FAQ's:

- Is unused time paid out or carried over to the following year?
 - a) VTO is refreshed at the beginning of each calendar year and cannot be accrued or carried-over into the following year; we abide by a "use it or lose it" policy.
- How can VTO be used?
 - a) The volunteer time off may be used incrementally during regular scheduled work hours.

- b) Volunteer time off may be used in support of any qualified 501c3 organization or in service to educational institutions.
- c) Volunteer time off may not be used for any activity for which the employee would receive any form of compensation
- What if an employee wants to volunteer more than two days in a calendar year (January 1 – December 31)?
 - a) Wake Forest University Advancement encourages employees to volunteer their time consistent with their interest in an organization or activity. While University Advancement is happy to provide two days of paid time off to support this effort, that obviously does not limit the amount of time an employee volunteers. Employees may use vacation time for additional volunteer time, or may volunteer during non-scheduled work hours.
- Does travel time count towards VTO?
 - a) Your volunteer time off may include the time required to travel to the volunteer site.
- Does an employee need to complete a Workers' Compensation Injury Report if s/he is injured while volunteering or while traveling to the site where the service is performed?
 - a) As with any activities that occur outside of WFU employment while an employee is using paid time off, WFU is not liable for injuries incurred during volunteer time off. Therefore, it is not necessary for the employee or supervisor to complete the Workers' Compensation Injury Report that would be required if the injury were work-related. Of course, in the event an employee sustains an injury at any time, employees are advised to seek medical attention appropriate to the injury.
- I work in a remote location. Am I still eligible? How do I get my request approved?
 - a) Employees who work in a remote location from their supervisor may obtain their supervisor's signature via a scanned or faxed copy of the form and are welcome to participate in their specific location.

VTO may not be used for organizations that discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.



WAKE FOREST UNIVERSITY

The Wake Forest University Advancement Volunteer Time Off Policy allows all full-time, regular, benefit-eligible employees in good standing up to two days of paid time off from regularly scheduled work hours each fiscal year to perform volunteer services through an organization of his/her choice. Please see the Volunteer Time Off Policy for more details.

Step 1: Complete Prior to Volunteer Service:

Employee Name: _____ WFU ID: _____

Department: _____ Pay Type (please circle): Hourly or Salary

**Hourly employees should record time under the Pay Code "Administrative Leave" per Dean/Department Head Approved*

Step 2: Requested Volunteer Time Off:

Organization: _____ City, State: _____ Date: _____
Start Time: _____ End Time: _____

Supervisor Name (please print): _____

Supervisor Signature: _____ Date: _____

Step 3: Employee Returns Signed Form to Supervisor: Employees should also retain a copy for their own records.

Step 4: Supervisor sends Completed Form to the Director of Talent Development and Facilities Management

Thank you for helping the community by volunteering!