

ARTICLE 20
EMPLOYEE VOLUNTEER PROVISIONS

Section 20.01 - General: This Article encompasses the procedures and conditions for employees to request and use leave for volunteer services, including volunteer activities under the Adopt-A-School program in accordance with OPM guidance.

Section 20.02 - Allowance of Time: Supervisors may approve up to 96 hours of administrative leave for volunteer purposes per twelve (12) month period.

Section 20.03 - Required Criteria: The volunteer activity must meet one of the following four (4) criteria: (1) the absence will enhance the professional development or skills of the employee in his/her current position; (2) the absence is brief and is determined to be in the interest of the Department; (3) the absence is due to emergencies, disasters or any other situation officially sponsored or sanctioned by the Department; (4) the volunteer activity is directly related to the Department's mission.

The volunteer activity is not limited by location. Any costs regarding a volunteer activity is solely the responsibility of the employee.

Section 20.04 - Request/Approval Procedures: Requests for administrative leave must be made in writing, and in most cases three (3) weeks in advance. The request should include the name of the organization sponsoring the volunteer activity, the location, the date(s), detailed information describing the volunteer activity, and which of the required criteria apply to the activity in question. The supervisor shall respond promptly, but no later than one (1) workweek after receipt of the written request. If circumstances preclude an advance written request for administrative leave, an employee may request approval of annual leave in accordance with established procedures. Upon approval of the absence for volunteer activity, the employee may subsequently have the leave changed Administrative Leave.

Section 20.05 - Ethics: All volunteer activities shall comply with current government wide and Agency standards of ethical conduct. Employees may not participate in volunteer activities that would create a conflict of interest with their official duties. Compliance with the standards of ethical conduct is the responsibility of the employee. Employees must obtain approval on the "Leave Request for Volunteer Activities" form from an Agency Ethics Official if the employee serving in the volunteer position has a potential conflict of interest. Volunteer activity may be performed for faith based organizations provided it does not involve inherently religious activities.

If the employee is not sure if the voluntary activity would create a conflict or an appearance of a conflict of interest, the employee should consult with an Agency Ethics Official.