

## EMPLOYEE VOLUNTEER ACTIVITIES

### Purpose

Kitsap County recognizes that employee involvement in the community is a critical component in the efforts to serve Kitsap's diverse communities well. Therefore, the County encourages employees to make a positive contribution by lending their voluntary support to programs that enrich the quality of life and opportunities for Kitsap residents. This policy establishes guidelines for employees volunteering during scheduled work hours using accrued sick leave. Employees are encouraged to coordinate group volunteer activities as team building experiences.

### Definitions & Scope:

1. Volunteer: Defined as an eligible employee who without compensation or expectation of compensation performs a task for an organization authorized by this policy.
2. Eligible Employees: All regular employees who have at least 40 hours of accrued sick leave. Employees cannot go below 40 hours in their sick leave bank when using this benefit.
3. Eligible Volunteer Service: Only those activities that benefit the institution and the community will be approved for Volunteer Leave. For example, attendance at a PTA meeting or graduation classes or to enroll children in school are not eligible volunteer service. However, assisting teachers by chaperoning on field trips or by assisting in classroom activities are eligible volunteer service.

### Policy:

1. Each calendar year, any regular employee may use two (2) days of sick leave to volunteer in either their child's (including grandchild's) school, regardless of location, or in a recognized 501(c)(3) nonprofit organization that provides services to Kitsap County residents.
2. Sick leave for volunteer purposes may be used in half or full day increments.
3. Volunteering for religious or political causes is not an authorized activity within the scope of this policy.
4. Employees are prohibited from utilizing County vehicles and equipment while volunteering.
5. Employees may not volunteer for the County to perform the same type of duties as they perform in their paid positions.
6. Volunteer services must be given freely, without coercion from the County or coworkers.

### Procedures:

1. Employees must complete a Volunteer Leave Request Form and submit it to their supervisor at least two (2) weeks before the requested time off, whenever possible.
2. Approval is at the discretion of the Employing Official. Office/department coverage and workload will be considered when approving volunteer leave. Volunteer leave will not be approved if granting the leave would cause an employee to have overtime compensation for the week.