**Q: How much time can I use?** Full-time employees will be able to use up to 24 hours each fiscal year. New employees hired between July 1 and December 31 will receive 24 hours. New employees hired between January 1 and June 30 will receive 12 hours. The leave should be taken in no less than 1 hour increments. Unused leave cannot be carried over into the next year.

**Q: How do I report the time?** You should report your time as you do any other leave, either to your department or through web time entry. In addition to reporting your hours in web time entry, you need to record your hours in OrgSync. You can watch a tutorial before recording your hours for the first time.

**Q: Where can I find my balance?** Leave balances will show on your direct deposit pay stub or can be found on MyPage.

**Q: Where can I find the list of approved organizations?** The list of Community Partners can be found on the Thayne Center website.

**Q: What if I want to work with an organization not listed?** Organizations can inquire about becoming community partners on the Thayne Center website.

**Q: Does my supervisor need to approve my leave?** Yes. You must submit a written request and receive approval from your supervisor before using the Community Engagement Leave. You should schedule leave at times which will not interfere with the efficiency of the department.

**Q: Can my supervisor tell me no?** We encourage supervisors to work with employees and approve time requested, however, the supervisor does have the discretion to deny the leave when granting the leave may disrupt the department's efficiency. Community Engagement leave is a benefit and should be considered comparable to flex time.  For more information refer to the Telecommuting Handbook.

**Q: Who coordinates the service?** If the leave is approved, you will work directly with the approved community partner to arrange the service.

**Q: Is there any paperwork I have to complete?** Logging your hours through OrgSync include having those hours verified by the Community Partner. Make sure your agency contact knows they will need to verify this information electronically.

**Q: What if I use more than the 24 hours for community engagement?** For staff and administrators any time reported beyond 24 hours, the payroll system will deduct from available vacation and then unpaid leave if appropriate. For faculty any time reported beyond the 24 hours will be unpaid. We encourage you to log all your community engagement activities in OrgSync, however only those using the 24 hours of Community Engagement Leave are required.

**Q: Can I use this time to help with a fundraiser for a sick neighbor?** No. This leave can only be used with approved Community Partners.