

Community Engagement Leave FAQ

12/1/2020

Salt Lake Community College is committed to partnering with and helping strengthen the communities in which we work and live. Providing service to organizations in the community and building sustained partnerships with these organizations allow full-time faculty and staff to more fully embrace SLCC's mission, vision, and values and support the college's strategic goals. SLCC encourages its employees to become engaged in their communities, lending their voluntary support to programs that enrich the quality of life and opportunities for all citizens.

We hope these commonly asked questions and examples will provide clarification for employees and supervisors.

1. Q: How much time can I use?

A: 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. Unused leave cannot be carried over into the next year.

2. Q: Is there any paperwork I have to complete?

A: You must submit a written request to your supervisor prior to the leave being taken. Hours must also be reported on the timesheet.

3. Q: Does my supervisor need to approve my leave?

A: Yes. You must submit a written request to your supervisor describing who the leave is supporting, what type of service is being provided, when and where the service is being provided, and the number of leave hours requested. Supervisors will then approve/disapprove the request. You should schedule leave at times which will not interfere with the efficiency of the department.

4. Q: Can my supervisor tell me no?

A: 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 or the activity is not considered part of Community Engagement Leave.

5. Q: Who coordinates the service?

A: If the leave is approved, you will work directly with the approved community partner to arrange the service.

6. Q: How do I report the time?

A: You should report your time as you do any other leave, either to your department or on your time sheet. The College requests that an employee enter the name of the organization they provided service for and the date of service in the comments section on their time sheet.

7. Q: Where can I find my balance?

A: Leave balances will show on your direct deposit pay stub or can be found on the Employee Dashboard on MySLCC.

8. Q: Can I volunteer outside my work hours and enter the hours on another day or part of a day within the same work week?

A: Yes, supervisors are encouraged to be flexible when volunteer hours are performed during the employee's scheduled work week. Community Engagement Leave is intended to replace work hours for employees on their regularly scheduled work days. See example 1 and 4.

9. Q: Can I volunteer now and enter the hours on a later date outside of the same work week?

A: January through November, Community Engagement Leave hours must be entered within the employee's regular scheduled work week.

For the month of December, when service is performed during the employee's scheduled work week, those hours can be reported on designated College closure days. Any time over the 40 hour work week can be used to adjust the work week or can be submitted for the college closure days at the end of the month in December. See example 5 & 6

10. Q: Can I volunteer on designated College closure days and use Community Engagement Leave hours for those days?

A: Yes, if you volunteer on the designated College closure day you can report it on that day.

11. Q: What if I use more than the 24 hours for community engagement?

A: 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.

12. Q: Where can I volunteer?

A: The Thayne Center maintains a list of established community partners and staff are happy to help you find a good fit. Additionally, you may select your own partner.

13. Q: Can I use this time to help with a fundraiser for a sick neighbor?

A: An employee may use vacation, but not community engagement leave for this activity, please refer to the policy for a list of restrictions.

14. Q: Can I use Community Engagement Leave for College service events?

A: Employees may participate in these events with approval from their supervisor. Community engagement leave is not used when an employee supports a department or college-wide day of service.

15. Q: Can Community Engagement Leave be used for not-for-profit or nonprofit organizations?

A: Yes, while some organizations do not meet the criteria for using leave, SLCC leadership recognizes that these organizations hold community events that may qualify on a case by case basis. The tax status of the organization is not considered when approving leave.

The following examples should assist with determining eligibility to use Community Engagement Leave.

Example 1

Employee has asked for approval to use 8 hours of Community Engagement Leave on Friday, October 27. She would like to volunteer to assist with events at the Utah Special Olympics, which is being held in Park City. The competition starts at 9:00 a.m. on Friday, Oct. 27 and ends at noon on Sunday, Oct. 29. The employee’s normal work schedule is M-F, from 8:00 a.m. until 4:30 p.m.

Question	Answer	Meets Eligibility?
Who	Utah Special Olympics	Yes
What	Assist with events	Yes
When	All day on Friday, October 27 starting at 9:00 a.m	Yes
Where	Park City, Utah	Yes

Determination: Meets all eligibility requirements. Approve as requested. 8 hours should be submitted for Friday, hours for Saturday and/or Sunday are not reported because the employee’s normal work schedule is M-F.

Example 2

Employee has asked for approval to use 2 hours Community Engagement Leave on the fourth Thursday of each month. He is an officer of the Salt Lake City Lions Club. The group meets from 7:00 p.m. until 9:00 p.m. every fourth Thursday each month to plan and discuss community projects. His normal work schedule is M-F from 3:30 p.m. until 12:00 a.m.

Question	Answer	Meets Eligibility?
Who	Salt Lake City Lions Club	No
What	Attend monthly meeting	No
When	4th Thursday from 7:00 p.m. until 9:00 p.m.	Yes
Where	Salt Lake City, Utah	Yes

Determination: Not eligible for Community Engagement Leave, but can use vacation time. Meetings of civic groups do not qualify for Community Engagement Leave.

Example 3

Employee has asked to use 2 hours Community Engagement Leave every Wednesday for 12 weeks beginning the week of January 1st. Employee would like to volunteer to assist with serving meals at the St. Vincent de Paul Dining Hall in Salt Lake City. She will be serving meals from 11:30 a.m. until 1:30 p.m. to homeless people within the church community. Her normal work schedule is M-F from 8:00 a.m. until 4:30 p.m.

Question	Answer	Meets Eligibility?
Who	St. Vincent de Paul Dining Hall	Yes
What	Serving meals to the homeless	Yes

When	Every Wednesday from 11:30 a.m. until 1:30 p.m.	Yes
Where	Salt Lake City, Utah	Yes

Determination: Meets all eligibility requirements. Approve as requested. 2 hours should be submitted each week.

Example 4

Employee has asked to use 3 hours of Community Engagement Leave on Thursday night from 7:00 p.m. to 10:00 p.m. to work with the Road Home. Employee’s normal work hours are M-F 8:00 – 4:30. The employee has asked if their schedule can be flexible that week and come in 3 hours later on Friday.

Question	Answer	Meets Eligibility?
Who	Road Home	Yes
What	Assist with Shelter activities	Yes
When	Thursday, from 7:00 p.m. to 10:00 p.m.	Yes
Where	Salt Lake City, Utah	Yes

Determination: Meets all eligibility requirements. Supervisors are encouraged to allow flexible schedules where appropriate. 3 hours should be submitted on the Friday.

Example 5

Employee has asked to use 4 hours of Community Engagement Leave on a Wednesday evening in December to provide care to animals at the Best Friends Lifesaving Center. Employee’s normal work hours are M-F 8:00 to 4:30.

Question	Answer	Meets Eligibility?
Who	Best Friends Animal Society	Yes
What	Assist with animal care	Yes
When	Wednesday Evening	Yes
Where	Salt Lake City, Utah	Yes

Determination: Meets all eligibility requirements. Any time over the 40 hour work week can be used to adjust the work week or can be submitted for the college closure days at the end of the month in December.

Example 6

Employee has asked to use 8 hours of Community Engagement Leave on two Fridays in January to provide care to animals at the Best Friends Lifesaving Center. Employee’s normal work hours are M-F 8:00 to 4:30.

Question	Answer	Meets Eligibility?
Who	Best Friends Animal Society	Yes
What	Assist with animal care	Yes
When	2 Fridays in January, 8 hours each day	Yes
Where	Salt Lake City, Utah	Yes

Determination: The organization is eligible, Community Engagement Leave may be used and submitted for those days.