

Community Service Leave Pilot

Update: The Community Service Leave Pilot program will continue until further notice.

The Community Service Leave (CSL) proposal developed by the Work-Life Balance Committee of the Great Places to Work initiative and endorsed by the Staff Senate and University leadership to provide a Community Service Leave pilot program has been approved by the Board of Trustees to take effect immediately, and will be piloted for the remainder of the 2013 calendar year.

Name: Community Service Leave Pilot

Purpose: The University of Louisville recognizes the importance of community involvement and encourages employees to participate in volunteer activities by providing flexibility in work schedules and paid leave opportunities.

Benefits:

- To promote community engagement through public service and our Signature Partnership.
- To promote involvement in community schools, supporting learning and student success.

Eligibility: Community Service Leave of one day during a calendar year (pro-rated for part-time employees) may be approved for regular (classified, professional and administrative) staff members, subject to the following guidelines:

- Employees, whose performance is deemed satisfactory, are eligible to request Community Service Leave.
- Employees must receive prior approval from their supervisor. The supervisor may require leave be taken at an alternative time, based on operational needs of department. Employee may be required to provide documented proof of volunteer service hours from service organization.
- Community Service Leave does not contribute to time worked in determining overtime and will be offset by any additional time worked during a work week.
- Unused Volunteer Leave may not be carried over to the following calendar year; whenever an employee moves from one unit to another without a break in regular continuous service, unused Community Service Leave shall be transferred to the new unit for future use during the remainder of the calendar year; and will not be paid at termination.

Usage: Community Service Leave may be used for the following initiatives:

- Involvement in schools (daycare, K-12; public or private).
- Volunteering in a community service organization.
- Disaster relief and emergency volunteer activities.

Exclusions are as following:

- Partisan political activities.
- Religious activities or services which support or promote religious beliefs.

Tracking of Community Services Leave: For the purposes of tracking Community Service Leave, the leave code will be CSL. This will be the code used for time keeping purposes and entered during pay line. Timekeepers will be able to track the amount of CSL *used* by running the leave balance report. Eligible employees may use CSL in increments less than one day. In order to know the available CSL time, the employee or timekeeper must subtract the amount of time used from the amount of time available. Initial time available is one day of work, pro-rated by FTE. (i.e. an employee working 37.5 hours/wk at 1.0 FTE will get 7.5 CSL hours, and an employee working 40.0 hours/wk at .50 FTE would get 4.0 CSL hours.)

Questions can be directed to Human Resources at 502.852.6258 or by email at hradmin@louisville.edu.

Administration:

The Vice President for Human Resources, as the President's designee, will be responsible for implementing and interpreting the Community Service Leave pilot program and for reporting results to the President following the pilot program.