

200.13

_____ : Office of the President
_____ : Office of Human Resources

Leave under this policy may be used
as outlined below:

for providing community service

custody) in state-approved home education curricula, including, meetings with local school board officials and required field trips.

No Carryover

- Community service leave that is not used in a fiscal year will not be carried forward to the next fiscal year.

No Payout

- Employees will not receive payment for unused community service leave upon separation from the University.

Employees must receive approval from their supervisors prior to using community service leave. Additionally, if response to emergency situations as a member of a volunteer fire department or rescue squad will result in tardiness to work, employees must notify their supervisors as promptly as possible.

Supervisors may require written verification from an official of the community service organization for use of community service leave. If the leave is used for school assistance, written verification should be from a school administrator or teacher.