

# OLD DOMINION UNIVERSITY

## University Policy Template

Policy #6305

SCHOOL ASSISTANCE AND VOLUNTEER SERVICE LEAVE (INTERIM POLICY REVISIONS)

Responsible Oversight Executive: Vice President for Human Resources, Diversity, Equity, and Inclusion

Date of Current Revision or Creation: July 1, 2024

### A. PURPOSE

This policy authorizes the ability to grant eligible employees up to 16 hours of paid leave in any leave year to provide volunteer services through eligible nonprofit organizations within or outside their communities.

### B. AUTHORITY

[Virginia Code Section 23-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning institution. Section 7.01(a)(6) of the [Board of Visitors Grants](#) authority to the President to implement the policies and procedures of the Board relating to University operations.

[DHRM Policy #40- School Assistance and Volunteer Service Leave](#)

### C. DEFINITIONS

~~Administrative and Professional (A) Faculty~~ Employees who perform work directly related to the management of the educational and general activities of the institution, department or subdivision or whose professional positions serve the educational, research, athletic, medical, student affairs, and development functions or activities of the institution.

~~Administrative and Professional (AP) Medical Faculty~~ Employees who have administrative or professional duties directly related to the management or administration of, or patient care services in, a clinical care setting on behalf of EVMS Medical Group.

~~Administrative and Professional (AP) Medical Restricted Faculty~~ Employees who have been accepted in the Eastern Virginia Medical School Graduate Medical Education (GME) Program and have the title of Resident, Chief Resident, or Fellow.

Classified Employee (ETD) [2019]

Classified Medical Staff A salaried employee whose terms and conditions of employment are subject to the [Virginia Personnel Act, Code of Virginia Section 2900 et seq., as amended](#), and who is employed in a classified position to perform administrative or patient care services in a clinical setting on behalf of EVMS Medical Group.

Clinical Employee AP Medical Faculty, TR Medical Faculty, and Classified Medical Staff.

Leave Year January 10- January 9

Preschool- An early childhood program that serves children for more than nine hours per week, at any time from their birth until their eligibility to enter elementary school. While a preschool program may be home-based, like all other such programs, it must be ~~stated~~ <sup>regulated</sup>, licensed, or certified by the Virginia Department of Social Services, unless it is exempt from licensure under [Code of Virginia § 63.2-1715](#)

School- Schools for which this leave may be granted include any public ~~school~~ <sup>schools</sup>, elementary, middle, or high school. This term may include private ~~schools~~ <sup>schools</sup>, elementary, middle, or high schools only if the employee has children ~~stepchildren~~ <sup>or</sup> children for whom the employee has custody attending the private school.

School Assistance Participation in school activities including meeting with teachers or school administrators, attending school functions, or performing volunteer work, as described in this policy, which has been approved by a teacher or school administrator.

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#### D. SCOPE

This policy applies to all fulltime classified staff, classified medical staff, administrative and

### 3. Home Schooling

Employees may be granted paid leave under this policy to assist in the education of their child (or stepchild or child for whom the employee has legal custody) in approved home education curricula, including meetings with local school board officials and required field trips.

## F. PROCEDURES

### 1. Supervisor's Approval

- a. Employees must receive approval from their supervisors prior to using school assistance or volunteer leave. If response to emergency situations as a member of a volunteer fire department or rescue squad will result in tardiness, employees must notify their supervisors according to departmental procedures.
- b. Supervisors may require written verification from an official of the service organization for use of volunteer leave. If the leave is used for school assistance, written verification should be from a school administrator or teacher.

### 2. Scheduling

- a. Supervisors should attempt to approve leave at the time requested by employees but have discretion to disapprove leave if it would significantly impact departmental operations.
- b. Supervisors may determine that it is not possible to release certain employees under this policy, such as employees in direct care or public safety positions, due to staffing requirements. When adequate, capable backstaff is readily available, or if it is possible to adjust employees' schedules, employees' requests should be granted. If unable to grant volunteer leave requests, supervisors should inform affected employees as soon as possible after the decision is made.

### 3. Amount/Availability of Leave

- a. Volunteer leave may be used in increments of one hour at a time.
- b. A maximum of 16 hours of paid leave per leave year will be made available to eligible current employees on January 10 each year and to eligible new employees upon beginning employment. Note: Employees who are members of a volunteer fire or rescue squad departments *must* be granted an additional 8 hours of paid leave to be used exclusively for the purpose of providing firefighting and rescue services.

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