

## Optional Employee Volunteer Program Procedure

As announced at *All Agency Day*, based on a recommendation from the Benefits Subcommittee, EdAdvance is excited to share a new opportunity for staff to give back to our community through an optional volunteer program. We are now offering all permanent employees the chance to take up to two paid regularly scheduled days per year to volunteer in the community. You can find the forms attached or on our employee access section of our website. You can also access it here: <https://tinyurl.com/Volunteer-Time-Request-Form>

To request time off, please get approval from your supervisor **at least two weeks in advance** of the requested time and send a copy of this completed form to [HR@edadvance.org](mailto:HR@edadvance.org). When you receive an email acknowledgment from HR, please request the time off in ESS. Once your volunteer work is done, re-submit the completed form to [HR@edadvance.org](mailto:HR@edadvance.org). While strictly voluntary, we encourage all staff to take advantage of this opportunity to make a positive impact in our community.

You may only be eligible for this benefit if the organization that you select is 1) a public/governmental entity (for example, a school or library), or 2) a non-profit, charitable, tax-exempt organization (for example, food bank, homeless shelter, assistance to shut-ins) that is not otherwise incompatible with the values, mission or activities of EdAdvance, as determined by EdAdvance.

Please note that as with any activities that you perform outside of the EdAdvance workday or your job duties, EdAdvance is not liable for or responsible for any acts or omissions of the organization that you select, or for any claims or damages arising out of your service (or time serving) as a volunteer.