

POLICY

The Poverello Center, Inc. has Volunteerism as one of its core values. To this end the agency will support up to 8 hours paid full time or up to 5 hours paid part time per fiscal year per employee to volunteer at area agencies, non-profits, or any religious organization.

PROCEDURE

To access this benefit, the employee shall request the time off and receive approval from their assigned supervisor at least one week prior to the date for volunteering.:

1. Complete the "Time off Request Form" and indicate the reason for absence from work as "Volunteer."
2. In addition to the date, and hours, supply the agency with the 501c3 status of the entity with which you wish to volunteer.
3. You are paid your hourly rate once your volunteer agency signs off that you completed the planned hours.

Approvals:

Signature: 

Date: 6/2/19

Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: 01.25.17

Date Established: 12.06.2016

Date Reviewed/Revised: 07.08.2017; 06.02.2019