

UMB Volunteer Service Initiative Guidelines

UMB will grant eight (8) hours of administrative leave each calendar year for regular full-time faculty and staff to volunteer at a nonprofit, nonpartisan community organization that qualifies as a volunteer organization under IRS Code 501(c)(3).

Below are the guidelines that employees must follow to participate in the program.

- Employee must be a regular faculty, or regular exempt or non-exempt staff employee.
- Employee must submit the required Volunteer Service Agreement to their supervisor for approval before undertaking the volunteer activity. The leave should not impede the service of the granting department.
- Employee must record the administrative leave on their timesheet.
- Employee must provide services through an accredited 501(c)(3) organization.
- After completing the volunteer activity, the employee must receive approval from the volunteer organization's volunteer service coordinator.
- Failure to provide the required supporting documentation may cause the employee's leave to be charged against accrued personal or annual leave.
- The employee must maintain the necessary hours to fulfill the work schedule for the pay period (full-time employees are expected to fulfill 80 hours in a pay period). The eight (8) hours of volunteer service leave will:
 - o Not be granted for days that the employee is not scheduled to work
 - o Not be pro-rated for part-time employees
 - o Not be carried over into the next fiscal year
 - o Not be processed for leave payout

Employees can visit the UMB Volunteer Opportunities webpage for a list of organized volunteer activities or may choose a volunteer organization of their own that meets the defined criteria.