



UMB Volunteer Service Initiative Guidelines

UMB will grant 4 hours of administrative leave each calendar year for regular full-time faculty and staff to volunteer at a non-profit, non-partisan community organization that qualifies as a volunteer organization under IRS Code 501(c)(3).

Below are the guidelines that employees must follow for participation 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 prior to 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.
- Following the completion of 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 4 hours of volunteer service leave will:
 - not be granted for days that the employee is not scheduled to work;
 - not be pro-rated for part-time employees;
 - not be carried over into the next fiscal year;
 - not be processed for leave payout.

Employees may 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.