

To replace Employee Handbook Directive B: Board of Health Resolution 19-089

Volunteer Time Off Program (VTO)

Beginning [date], Franklin County Public Health has added an Employee Volunteer Time Off (VTO) policy to our list of employee benefits.

Intent: The intention of this program is to connect community engagement opportunities with employees that are meaningful, purposeful and helps those in need and recognizes that participating in these activities will also enrich and inspire the lives of our employees.

Employee Eligibility:

- All active, full-time employees are eligible to participate.
- Full-time employees are permitted to volunteer in a VTO-approved volunteer experience up to a total of 16 hours per year.
- VTO must be a minimum of 1 hour, not to exceed 8 hours in one day.
- VTO requests require prior approval by the employee's direct supervisor.
- The employee must be in good standing (e.g. not on a disciplinary action).
- The employee must provide reasonable notice (minimum 1 week) to their supervisor and work expectations take priority over the VTO request.
- Employees can choose a government agency or 501c3 charity and can also work together with other FCPH members on a group volunteer activity.

Time:

- Full-time employees can use up to 16 hours per year for VTO.
- VTO hours is refreshed at the beginning of each calendar year and cannot be accrued or carried over into the following year.
- This time will show as 'Regular' time on employees' timesheet, and employee will write VTO in the comment section for that day.
- Usage of this time does not affect vacation, sick or other accrual.
- Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, or cause conflicts with other agency needs.