

**Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES**

I. PURPOSE

In recognition of the City's interests in supporting its employees who wish to volunteer/mentor in the community and recognizing the commitment of City employees to engage in volunteer/mentor service, Community Service Leave, within the parameters outlined below, may be granted to all full-time employees.

II. SCOPE

All Full-time City of Memphis employees are eligible to participate subject to management approval based on operational need. Employees engaged in active discipline (disciplinary action within progressively discipline timelines) are ineligible to participate in this program.

III. POLICY

Employees are eligible for five (5) hours of paid Community Service Leave per pay period to mentor/volunteer in one of the City's Partner Programs if approved. Community Service Leave will be scheduled upon the approval of management and the Human Resources Division.

Management may require that the leave be taken at a time other than the one requested, based on the needs of the Division and the City. Leave shall only be requested and approved for community service that occurs during the employee's regularly scheduled hours of work. Departments with shift employees regularly scheduled to work evening or night shift with a shift schedule in excess of a regular 8-hour shift may allow the use of Community Service Leave in situations where the employee's participation in community service outside of the normal work schedule significantly impacts the employee's normal sleep period.

Leave not taken within a specific pay period is forfeited; it shall not accumulate or accrue or be carried forward to any other pay period. Moreover, employees shall not be paid for this leave upon separation from the City if unused.

IV. PROCEDURE**A. Request and Approval of Leave**

The following steps shall be followed in the request and approval of Community Service Leave:



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1. Meet with their supervisor and receive permission to proceed;
2. Complete the Community Service Leave Request Form (include reference/link/etc. to form);
3. Return the Form to supervisor for approval; and
4. Supervisor shall send a copy of the approved form to the Division of Human Resources for final approval.

V. RESPONSIBILITY

A. Employees

1. **Non-Exempt Classifications:** Employee's must record time used for Community Service Leave on their Employee Timesheet. Failure to maintain an accurate timesheet may result in discipline, up to and including discharge.
2. **Exempt Classifications:** Employee's must record time used for Community Service Leave on designated leave forms for the purpose of tracking volunteer hours. Failure to maintain accurate Community Service Leave status information may result in discipline, up to and including discharge.

B. Supervisors

1. Reviews the Community Service Leave Request Form;
2. Recommends approval or modification of the date/time requested based on the needs of the work unit and job duties specific to the employee;
3. Ensures employee's participation would not violate this policy;
4. Ensures requested program is approved by City by the Mentor Memphis Program;
5. Forwards the Request Form to the Human Resources Division; and
6. Maintains a record of the employee's time/dates used for Community Service Leave if approved.

C. Human Resources Division

1. The Equity, Diversity and Inclusion Office reviews the Request Form for compliance with FLSA and City policy.
2. Approves/declines the request for leave.



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3. Routes notification to the employee with distribution to the employee's supervisor.

VI. REFERENCES

Link to Application Form
Eligible Programs