

COMMUNITY SERVICE LEAVE

PURPOSE

To promote the direct involvement of state employees in public services in their communities through volunteer efforts.

SCOPE

This policy applies to employees in the state civil service except employees appointed on a temporary, intermittent, part-time, or hourly basis.

STATEMENT OF POLICY

Each full time State employee who shows that s/he has volunteered his/her own time to a charitable organization will be allowed leave with pay from the employee's regular assigned duties, not to exceed a combined total of seven and one-half hours (7.5) each calendar year, to voluntarily participate in activities for the benefit of another governmental entity or a charitable organization that is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. The voluntary activities must not promote religion or attempt to influence legislation, governmental policy, or elections to public office.

REFERENCES

Executive Order 03-28

IC 4-15-14

IC 35-44.1-1-3

IC 4-15-2.2-10

EFFECTIVE DATE May 6, 2013
Supersedes policy dated July 1, 2011

APPROVAL _____



Anita K. Samuel, State Personnel Director

Date May 6, 2013