



Green Mountain Higher Education Consortium (GMHEC) Volunteer Time Off (VTO) Policy

The purpose of GMHEC's volunteer program is to:

- Support volunteer activities that enhance and serve the communities in which we live and work
- Support communities that are impacted by disasters
- Address issues that impact quality of life

The intention of this program is to create community engagement opportunities for GMHEC employees that are meaningful, purposeful and help those in need.

At the same time, GMHEC recognizes that participating in these activities will also enrich and inspire the lives of our employees. 'Community' is not defined as just the local community, but may encompass a global perspective.

Summary of Policy

Employees may receive up to one day (7.75 hours) of paid time off in each fiscal year to perform volunteer services through eligible non-profit organizations.

Applies to: All regular, benefit-eligible employees who work a minimum of 32 hours per week.

VTO should be taken during regular scheduled work hours with advance notice and after approval by the employee's supervisor.

VTO may be used in the fiscal year in which it is granted. If the time is not used, it is not paid out at termination of employment and unused time may not be carried over into the next fiscal year.

Definitions:

Volunteer Time Off (VTO): Up to one day (7.75 hours) of paid time off available to employees in addition to, and not charged to, an employee's personal or vacation leave balances.

Eligible Non-profit Organizations: To ensure consistency in managing time off approvals under this policy, GMHEC will provide Volunteer Time Off for employees to serve non-profit organizations with a 501(c)3 designation. VTO may not be used for organizations that discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin or ancestry, physical or mental



disability, medical condition or genetic information, or political affiliation. VTO may not be used to volunteer on behalf of a 501(c)4 or political action committee (PAC).

Procedure:

Employees requesting VTO must complete the [Volunteer Time Off Form](#) and submit the form to their supervisor for approval with reasonable advance notice of the proposed time off. The decision to approve a request is within the discretion of the supervisor, based upon the business and operational needs of the department. In the event that the time proposed conflicts with business needs, the supervisor may suggest alternate times that the employee may use VTO. Upon approval the employee must provide verification of the service performed by obtaining the signature of a representative of the organization on the Volunteer Time Off Form and returning it to the supervisor within three business days of the time off. Failure to provide such verification in a timely manner (30 days from volunteer activity) will result in the time taken off being deducted from the employee's PTO.