

Creating a Volunteer Paid Time Off (VPTO) policy can foster a supportive work environment and encourage employee community involvement. Here's a sample policy outline:

Volunteer Paid Time Off (VPTO) Policy

Purpose: This policy aims to support and encourage employees to volunteer and contribute to their communities. It aligns with our company's values of civic engagement and social responsibility.

Policy Statement: Each employee is entitled to two days (16 hours) of paid time off annually to volunteer at a 501(c)(3) non-profit organization. This benefit is intended to allow employees to impact the community positively without financial penalty.

Eligibility:

- All full-time employees are eligible for VPTO upon the commencement of their employment.
- Part-time employees are eligible for prorated VPTO based on their standard work hours.

Approved Organizations:

- Employees must volunteer with a 501(c)(3) non-profit organization pre-approved by the company.
- A list of approved organizations will be provided, and employees can request the addition of new organizations by submitting relevant documentation proving the organization's non-profit status for review and approval.

Procedures:

1. Requesting VPTO:

- Employees must submit a VPTO Request Form at least two weeks before the planned volunteer date.
- The form must include the organization's name, volunteering date (s), and a brief description of the planned activities.
- Approval must be obtained from the employee's direct supervisor and the HR department to ensure proper staffing during the employee's absence.

2. Documentation:

- Post-volunteering, employees must submit a Volunteer Verification Form with a signature from a non-profit representative confirming the employee's volunteer hours.
- This form must be submitted to HR within one week following the volunteer date to receive paid time off.

3. Scheduling VPTO:

- VPTO should be scheduled at a time that minimizes impact on business operations.
- Employees are encouraged to coordinate with their supervisors and teams to ensure proper coverage during their absence.

Restrictions:

- VPTO cannot be carried over to the following calendar year.
- Unused VPTO will not be paid out upon termination or resignation.

Administration: The HR department will administer this policy and maintain records of all VPTO requests and completions. HR will also conduct annual policy reviews to ensure its effectiveness and relevance.