

Policies and Procedures

SECTION: Administration	NO. 2.2.32.		
CHAPTER: Human Resources	ISSUED: 01/08/18	REV. A	REV. B
POLICY: Volunteer Service Paid Time Off	PAGE 1 OF 1		

PURPOSE

To provide paid time off for volunteer service work for faculty and staff (“employees”) in support of the Jesuit Catholic mission of Creighton University. The intention of this program is to create community engagement opportunities for Creighton’s employees that are meaningful, purposeful and helps those in need. At the same time, Creighton recognizes that participating in these activities will also enrich and inspire the lives of our employees. Community is not defined as just local community, but may encompass a global perspective.

POLICY

All full-time and part-time, benefit-eligible employees can volunteer, subject to supervisor approval, up to 16 hours per academic year (July 1 – June 30) with a Creighton sponsored event and/or Creighton partnership site identified through the Creighton Schlegel Center for Service and Justice (SCSJ) <http://blogs.creighton.edu/ccsj/>. These opportunities embody the Jesuit mission of “men and women for and with others” and the Catholic Social Teaching principle of a “preferential option for the poor and vulnerable”. Volunteer service work may also include assisting the university or local community in times of emergency or crisis. Volunteer service work may extend across multiple community partners and must be used in increments of 2 hours or more.

For the event to be eligible for volunteer service paid time off, it must occur during the employee’s regular work schedule. The time off will be paid at the employee’s current base salary and will be considered excused time. It will not accrue from fiscal year to year and any unused hours will not be paid out upon termination of employment.

PROCEDURE

Employees will submit a request via the absence management module in myHR <http://www.creighton.edu/hr/myhr/>. The supervisor will review and if the supervisor has questions or concerns before approving or denying the request, may contact Human Resources and/or SCSJ.

SCOPE

All full-time and part-time, benefit-eligible employees can use Volunteer Service Paid Time Off. The employee must be in good standing.

Employment classifications excluded from this policy include medical (house staff), pharmacy, physical therapy, and occupational therapy residents/fellows, as well as temporary employees.

ADMINISTRATION AND INTERPRETATIONS

Questions, contact Human Resources at 402-280-2709 or via email at hr@creighton.edu

AMENDMENTS OR TERMINATION OF POLICY

The University reserves the right to modify, amend or terminate this policy at any time.