

Creighton University Volunteer Service Paid Time Off Policy Frequently Asked Questions

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At Creighton University, our mission is greater than ourselves. Just as our founders and those before us were committed to bettering our community, the gifts and talents of our faculty and staff should be offered in solidarity to our local and global partners to build a more just world. Creighton offers paid time off for volunteer service in support of the Catholic, Jesuit mission of Creighton University. As Father Dennis Hamm writes in *The Union of Minds and Hearts: Celebrating the Spiritual Roots of Creighton University*: “We were created by a loving God to find our purpose by using our gifts in the service of one another. As a community of learning and faith, Creighton university is ever mindful of this responsibility.”

What is the intention? The intention of this program is to create community engagement opportunities for Creighton’s employees that are meaningful, purposeful and help those in need. At the same time, Creighton recognizes that participating in these activities also will enrich and inspire the lives of our employees. Community is not defined as just local community but may encompass a global perspective.

How much time is allotted and what qualifies as an approved agency? All full-time and part-time, benefit-eligible, employees can volunteer up to 16 hours per academic year (July 1 – June 30). As faculty and staff discern how to use these hours and who to partner with, employees are encouraged to seek opportunities that 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.**” Creighton cannot approve of partners that are outside of the priorities of the Catholic Church. More information can be found at: <http://blogs.creighton.edu/ccsi/local-community-service/volunteer-service-paid-time-off/>

The service time-off will be paid at the employee’s current base salary. Service paid time will be considered as excused time and will not accrue from fiscal year to year. Usage of this time does not affect vacation or sick accruals. Any unused volunteer paid time hours will not be paid out upon termination of employment.

Who is eligible? All full-time and part-time, benefit-eligible, employees are qualified to participate in this program. The employee must be in good standing. The employee must provide reasonable notice to their supervisor, and work demands can take priority over the service time-off request.

What is the approval process? Employees will submit a request via the absence management module in myHR <http://www.creighton.edu/hr/myhr/> under the category of Volunteer Hours. The supervisor will review the request. Any managerial questions concerning approval or denial of a request should be directed to Human Resources at 402.280.2709 or hr@creighton.edu. If there are questions on whether a site can be approved, please email e_burkesullivan@creighton.edu.

Examples of appropriate uses for service time off:

- Building a house for Habitat for Humanity
- Volunteering at a local hospital
- Volunteering at an inner-city school
- Volunteering at the food bank

Examples of inappropriate uses for service time off:

- Attending a professional or personal interest conference
- Attending your child's PTA meeting
- Coaching your child's basketball game

Does travel time count toward service time off? Yes, paid service time off may include time required for travel to and from the volunteer site.

Can employee's request for paid service time off be denied? The decision to approve a request for paid service time is within the discretion of the supervisor based on organizational and operational needs of the division, school or college. Supervisors who determine that the requested time off conflicts with operational needs are encouraged to work with employees to find a time that works for both employees and the division, school or college.