

DEFINITIONS

§501(c)(3) means that section of the Internal Revenue Code that identifies certain charitable entities as exempt from federal income taxes.

Governmental entity means an agency, department, division of a federal, state or local government or a separate body corporate and politic.

RESPONSIBILITIES

Employees are responsible for:

- knowing the amount of his/her leave balances; and
- complying with all requirements for securing leave.

Supervisors are responsible for:

- implementing this policy in an appropriate and consistent manner;
- developing and/or distributing agency procedures for employees to follow to secure community service leave, including identifying persons to be notified with requests for leave and any required notification procedures or forms; and
- taking appropriate actions, including discipline, when an employee fails to abide by the requirements of this and related attendance and leave policies.

PROCEDURES

Employees shall request such leave in writing on the prescribed form (attached) at least seven calendar days in advance, unless the request is to provide services in emergency situations.

To be eligible for leave with pay under this program, the employee must provide written documentation on the prescribed form that prior to the date(s) for which the employee has requested this leave, the employee has donated an equivalent amount of the employee's own time to a governmental entity or tax-exempt organization.

The agency head or his/her designee shall provide a written response to the employee on the prescribed form approving or disapproving each request for leave. If disapproved, the reason must be stated on the form. Such notification shall be provided prior to the date(s) for which leave is requested.

REFERENCES

Executive Order 03-28
IC 4-15-14
IC 35-44-2-4(f)
IC 4-15-2.2-10

ATTACHMENT

Request & Verification Form

**STATE EMPLOYEE COMMUNITY SERVICE PROGRAM
REQUEST FOR LEAVE & VERIFICATION OF SERVICES PROVIDED**

Part One: Request for Leave

(To be filled out by Employee)

I, _____, request leave in accordance with EO 98-13 to participate in (Print name)	
_____ (Program name/organization)	
on _____ from _____ to _____. (Date) (Time)	
Signature of employee	Date

Part Two: Verification of Prior Voluntary Service

(To be filled out by authorized representative of a governmental entity or charitable tax exempt organization)

I am an authorized representative of _____ (Organization name)	
which is a governmental entity or is exempt from federal income tax under §501(c)(3) of the Internal Revenue Code. I verify that the above-named individual performed _____ hours of voluntary service on behalf of the organization on _____. (Date(s))	
Signature of authorized representative	Printed name
Title	Telephone #

Part Three: Employing Agency's Response to Leave Request

(To be filled out by agency head's designee)

The above requested leave is ___ approved ___ disapproved. If disapproved, list reason:	
Signature of agency head/designee	Date

Part Four: Verification of Voluntary Services Performed During Regular Work Schedule

(To be filled out by authorized representative of governmental entity or a charitable organization exempt from federal income tax under §501(c)(3) of the Internal Revenue Code)

I verify that voluntary services were performed by the above-named employee on behalf of _____ on _____ from _____ to _____. I confirm the volunteer activities did not promote religion or attempt to influence legislation, governmental policy or elections to public office.	
Signature of authorized representative	Printed name
Title	Telephone #