


Policy Title	<b>Community Service Leave</b>
Effective Date	3/7/2022
Supersedes	Policy date May 6, 2013
Approval	 <b>State Personnel Director</b>
References	Executive Order 22 - 10 IC 35-44.1-1-3 IC 4-15-14 IC 4-15-2.2-10

## PURPOSE

To promote the direct involvement of state employees in public services in their communities through volunteer efforts.

## SCOPE

This policy applies to employees subject to the jurisdiction of Indiana State Personnel Department or employed by the Indiana State Police, except those employees appointed on a temporary, intermittent, or hourly basis.

## POLICY STATEMENT

Each full time or part-time state employee will be allowed leave with pay from the employee's regular assigned duties to voluntarily participate in activities that benefit another Governmental Entity or a charitable organization that is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. Community Service Leave time is not to exceed a combined total of fifteen (15) hours for full-time employees and seven and one-half (7.5) hours for part-time employees each calendar year. Voluntary activities must not promote religion or attempt to influence legislation, governmental policy, or elections to public office.

Once annually, agencies may organize and participate in an agency-sponsored volunteer event that benefits another Governmental Entity or a charitable organization that is exempt from federal income taxation under Section 501(c)(3) that complies with IC 35-44.1-1-3. Employee participation at any such event must be voluntary and shall not exceed 7.5 hours of state-paid time. Time spent volunteering at an agency-sponsored event will count toward an employee's use of community service leave time described above.

## DEFINITIONS

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

Governmental Entity: an agency, department, division of a federal, state or local government or a separate body corporate and politic. Public schools, including charter schools established pursuant to IC 20-24, are governmental entities.

## RESPONSIBILITIES

Employees are responsible for:

- Knowing the amount of their leave balances; and
- Complying with all requirements for securing and verifying leave.

Supervisors are responsible for:

- Implementing this policy in an appropriate and consistent manner;
- Tracking usage of leave and not approving any employee for more than fifteen (15) hours for full-time employees and seven and one-half (7.5) hours for part-time employees of Community Service Leave in any calendar year;
- 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.

Agency Heads or their designees are responsible for:

- Clearly designating in advance any events for which the participation of agency employees is voluntary rather than assigned as part of their official duties; and
- Organizing an agency-sponsored day of service, once per year, if they choose to do so.

## PROCEDURES

Employees shall request such leave in writing on the prescribed form (attached) at least seven (7) calendar days in advance, unless the request is to provide services in emergency situations.

The agency head or 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.

Employee shall then submit verification of service performed using attached form.

EXAMPLES of Activities for which Community Service Leave May / May Not Be Used

Yes	No
<p>Participating in educational or field trip events for a school which is a governmental or §501(c)(3), including a school attended by the employee’s child.</p>	<p>Participating in a school or other event which promotes religion or attempts to influence legislation, governmental policy, or elections to public office.</p>
<p>Participating in a food drive, clothing drive, or similar charitable effort organized by or for the benefit of a Governmental or §501(c)(3) Entity.</p>	<p>Participating in efforts to raise funds that support an entity’s religious operations or mission.</p>
<p>Participating in efforts to raise funds that support a Governmental or §501(c)(3) Entity’s operations or mission, if those funds are not used to promote religion or attempt to influence legislation, governmental policy, or elections to public office.</p>	<p>Participating in efforts to raise funds that support candidate(s) for public office or attempt to influence legislation or governmental policy.</p>
<p>Participating in a fundraiser organized by or benefiting a Governmental or §501(c)(3) Entity for purposes such as combating disease or providing services to people in need.</p>	
<p>Participating in activities such as planting trees, removing debris, building items or structures for community areas, reading to persons with visual impairments, or tutoring to improve literacy or other educational pursuits which are organized by or for the benefit of a Governmental or §501(c)(3) Entity.</p>	

**FORMS**

Community Service Leave Form

-----END-----