



Alamance County

Volunteer Time Off Leave

Effective Date: August 1, 2023

Purpose: The overall purpose of the Volunteer Time off Leave program is to support volunteer activities that enhance and serve the communities within Alamance County.

The intention of this program to create community engagement opportunities for Alamance County employees that are meaningful, purposeful and helps those in need. At the same time, Alamance County recognizes that participating in these activities will also enrich and inspire the lives of its employees.

Policy & Process:

All full-time regular employees of Alamance County are eligible to participate in this program once they have met their initial probationary status (6 months of employment). The employee must be in good standing at the time leave is requested and taken. Leave may only be granted to cover the scheduled shift for the employee and is not eligible to be used to create an overtime situation.

The employee must provide two weeks' notice to their supervisor and work demands can take priority over the Volunteer Time Off (VTO) request. Employees can choose a charity of their choice or work together with other County members on a team volunteer activity.

All regular full-time benefited employees, as eligible, can volunteer up to 16 hours (2 days) per calendar year with a 501(c) nonprofit organization or school in Alamance County. More than one organization may be chosen. If unsure of the status of your chosen organization, please contact Human Resources for guidance.

Time will be provided as of January 1 for all eligible employees and then pro-rated by quarter for employees who are hired after January 1 or if transitioned to full-time after January 1 based on eligible full-time date. (April 1 – 12 hours, July 1 – 8 hours, October 1 – 4 hours).

Unused hours do not carry forward to the next calendar year. Hours are reset on January 1.

Volunteer Time Off Leave has no cash value at time of separation.

Employees are ineligible to participate in the volunteer leave program if:

- The employee is on a Performance Improvement Plan (PIP)
- The employee's employment with Alamance County terminates for any reason
- The volunteer leave program is discontinued. Alamance County reserves the right to modify, amend, suspend or discontinue this program at any time without prior notice.

Alamance County also reserves the right to revoke approval if any employee is misusing the program.

Each employee requesting VTO must complete a volunteer leave request within Kronos/UKG and submit to his/her supervisor at least two weeks before the requested time off. The supervisor should consult with Human Resources with any questions or concerns before approving or denying the request. Approval is at the discretion of the employee's supervisor and HR.

Examples of appropriate uses for volunteer leave:

- Building a house for Habitat for Humanity
- Volunteering at a food bank
- Cleaning up a park or trail
- Volunteering at a County event (Special Olympics, Envirothon, etc...)
- Becoming a Big Brother/Big Sister
- Junior Achievement Volunteer
- Serving on a nonprofit Board
- Judging a science/art or other school fair
- Being a lunch buddy or classroom partner
- Serving as a Meals on Wheels volunteer

In compliance with GS 95-28.3 the County will actively support an employee who is a parent, guardian, or person standing in loco parentis of a school-aged child by granting up to 4 hours (unpaid leave) per year leave to be an active essential part of their child's learning and development while they are enrolled in any school including public, private, preschool or child care facility.