

## **Procedure: School Assistance and Volunteer Service Leave**

**Purpose:** Provides paid leave for volunteer services and school assistance for up to 16 hours in any leave year.\*

**Eligibility:** Salaried (20 – 40 hours) salaried Classified and University Staff

**Important:** Employees and supervisors may contact the UVA HR Leave Division to discuss activities that qualify for this type of leave.

\* An additional 8 hours may be allowed for full-time employees serving with a volunteer fire department or rescue squad. Employees wishing to use the additional 8 hours should contact the UVA HR Leave Division.

### **Requesting Leave:**

Employee's responsibility:

- To request leave as far in advance of the desired leave as practicable
- Notify supervisor of the specific volunteer service or school assistance that will be provided
- Provide supervisor with written verification from the service organization or school administrator if requested

Supervisor's/Department's responsibility:

- Approve the use of School Assistance and Volunteer Service Leave
- **May** require the employee to provide written verification from the service organization or school administrator (not required by UVA HR)
- Have employee, timekeeper, supervisor, or designated representative enter leave on on-line timecard by selecting leave type: School/Volunteer Leave
- Indicate on the timecard in the "Comments" section what was the qualifying activity
- Make corrections by submitting a paper timesheet to the UHR Leave Division

UVA Human Resources' responsibility:

- Provide assistance to employee and department regarding qualifying activities
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## **Resource**

[HR Service Team Office](#), [AskHR@virginia.edu](mailto:AskHR@virginia.edu), 434.982.0123