



Policy Name:	Beyond Our Doors Volunteer Time Off Program	
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Review Date:		
Pertinent Regulatory Basis:		
Approved by:	Tammy Sealer, CAO	
Related Policies:		
Related Forms:		
Applies to:	Immanuel	

POLICY STATEMENT:

Immanuel values the desire of employees to be active in the community and to give of their time to valuable, non-profit/charitable causes of interest to employees. Immanuel seeks to assist employees in their non-profit/charitable services by providing employees with a day of paid time each year for the employee to volunteer in a way which gives back to the community and to non-profit/charitable purposes of merit.

We desire to model Jesus's example of service. Jesus modeled and described serving as "the one who is greatest among you shall be your servant." We embrace an attitude of serving by giving of ourselves to contribute to the well-being of others.

Immanuel's Mission is "Christ Centered Service to Seniors, Each Other and the Community". This program is designed for outreach to the larger Community, therefore, volunteer activities must be outside of Immanuel.

PROCEDURE:

VTO is available for benefit-eligible employees who seek to take a day off from a regularly scheduled workday to volunteer serving others (with pay) at a non-profit organization 501(c)(3) of their choice.

Organizations that usually fall into a 501(c)(3) include:

- Education institutions and organizations
- Health care institutions and organizations
- Art and cultural organizations
- Civic and community organizations
- Spiritual organizations such as a church or synagogue

Volunteer time is not allowed to be used for political purposes such as campaign efforts, elections, protests or demonstrations. An employee cannot volunteer for an activity that only benefits his/her child or immediate family member (e.g. individual fundraising). An employee can volunteer for an organization that his/her child or immediate family member is involved (e.g. leading a church youth group or accompanying a school field trip).

Employees can choose a charity of their choice or work together with other employees on a team charitable effort. If the volunteer activity is outside of Nebraska or Iowa, the charity must operate in or have an affiliate within Nebraska or Iowa.

Examples of appropriate uses for VTO for a non-profit organization 501(c)(3) include:

- Volunteering at a food bank
- Cleaning up a park or trail
- Serving as a mentor or coach through a mentorship program
- Volunteering at a local hospital
- Volunteering at a school

Examples of inappropriate uses for VTO:

- Taking a ski vacation and charitably giving ski lessons
- Attending your child's PTA conference
- Judging a beauty pageant
- Attending a professional, religious, or personal interest conference

Benefited employees earn one day (8 hours) each calendar year beginning in January of each year. Time off may be taken in either a full-day (8 hours) or a half-day (4 hour) increment and is paid at the employee regular rate of pay. Usage of this time is completely voluntary. Use or lack thereof does not affect other paid time off usage. Likewise, failure to utilize the time off does not result in any additional accrual. Time off under this policy is one day a year with no additional earnings. There is no pay in lieu of the time off. Additionally, travel reimbursement/mileage will not be paid for VTO activities.

An Employee should make their request for day off in UltiPro on the Benefits page detailing the organization and the purpose of the volunteer effort. Once submitted, the request will be reviewed by the supervisor who shall determine availability and approval. To confirm if an organization is a non-profit 501(c)(3), please visit: www.charitynavigator.org. Additional questions can be directed to a manager or HR manager.

Employees are encouraged to share their experiences with others. This includes taking photos of the volunteer effort. Immanuel may share your experience, and therefore, wearing Immanuel logo apparel during your volunteer time is certainly acceptable and welcome.