

Good Citizen Service Form

Purpose

The purpose of this policy is to allow employees at any level of the organization to participate voluntarily in community sponsored experiences or activities that occur during regularly scheduled work hours. Consistent with the vision of a religious based organization, Wesley Woods Senior Living encourages its employees to acquaint themselves with the organizations' values and to live out its mission of serving others through community service.

Eligibility

In order to be eligible to volunteer at an organization during work hours, employees must have completed 90 days of continuous employment and work in a full-time position (30+ hours per week).

Good Citizen Service Leave Benefit

Eligible employees can take a maximum of (8) eight hours per rolling calendar year under this benefit. They do not need to take all 8 hours at one time, but each event will be counted for at least two hours. Employees can also add their PTO time to this Leave Benefit, or take time without pay, all subject to the approval of their supervisor.

Please provide the following information:

Employee's Name: _____ Department: _____

Date of Hire: _____ Phone Number (cell or extension where you can be reached) _____

Event or Activity: _____

Total Number of Hours (Minimum of Two Hours) _____ Date of Activity: _____

Employee Signature: _____ Date: _____

To be completed by the Department Supervisor

This employee is in good standing with WWSL there are no scheduling issues if this employee takes a Good Citizen Service Leave.

Department Supervisor

Date

To be completed by the Human Resources Department:

Employee approved ____ is not approved ____ for the Leave Benefit based on the employee's length of service.

Employee approved ____ is not approved ____ for the Leave Benefit based on the number of hours used in the past 12 months.

Director of Human Resources

Date

