

Good Citizen Service Policy

THIS POLICY

Policy Number:
Effective Date: 12/1/14
PAGE: 1

REPLACES POLICY

New Policy

Purpose

The purpose of this policy is to allow employees at any level of the organization to participate voluntarily in community volunteer experiences or activities that occur during regularly scheduled work hours. Consistent with the mission 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 volunteerism.

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 (32+ hours per week).

Scope of Community Volunteerism

WWSL recognizes the following in regards to community volunteer activities under this leave policy:

1. An activity sponsored by a religious or other agency providing housing, food (such as a food kitchen or meals on wheels), or other services offered to homeless or near homeless individuals.
2. An activity sponsored by a religious or other agency that would help literacy in children or adults
3. Any activity sponsored by Action Ministries

Community Volunteer Benefit

Eligible employees can utilize a maximum of (8) eight hours per calendar year under this benefit. The eight hours of service can be taken all at one time or in increments of (2) hours each, all subject to the approval of their supervisor.

Approval Process

Written approval from the employee's supervisor and the Human Resources Department (in order to track the hours and the appropriate activity) must be obtained before volunteering. It is expected that employees utilizing the opportunity to volunteer in the local community will be considerate of staffing schedules and work with their supervisor to ensure adequate staffing for the leave. The time will not be approved if it creates any hardship staffing issues with regards to resident care.

Good Citizen Service Forms can be obtained on the Wesley Woods Website under Policies and Forms. The request form must be signed by your supervisor then faxed or scanned to the HR Department (Fax Number 404-728-6214) for approval and time tracking.