



TOWN OF PEMBROKE PARK

Volunteer Time Off Program

RE: <u>Volunteer Time Off Program</u>	POLICY: <u>2022.12.14(2)</u>
EFFECTIVE DATE #: <u>December 14, 2022</u>	UPDATED: _____

POLICY:

The purpose of this policy is to outline the opportunities and procedures for the Town of Pembroke Park employees to engage in community volunteering activities. We encourage employees to volunteer at Town events and other local non-profit organizations.

The purpose of the Town of Pembroke Park's volunteer program is to:

- Support volunteer activities that enhance and serve the communities in which we live and work.
- Support communities that are impacted by disasters.
- Address issues that impact quality of life.

The additional purpose of this program is to create community engagement opportunities for the Town of Pembroke Park's employees that are meaningful, purposeful and helps those in need. At the same time, the Town of Pembroke Park recognizes that participating in these activities will also enrich and inspire the lives of our employees. 'Community' is not defined as just local community but may encompass a global perspective.

GUIDELINES:

All full-time employees who volunteer will receive hour for hour leave time added to their volunteer leave bank up to 20 hours. Volunteer hours will only be approved for 501(c)(3) nonprofit organizations or Town sponsored events where the employee is not paid to work. Volunteer leave bank hours must be used by the end of the calendar year.

More than one organization may be chosen. If you are not sure of the status of your chosen organization, please contact Human Resources for guidelines.

CRITERIA:

All full-time employees of the Town of Pembroke Park are eligible to participate in this program after one month from date-of-hire. The employee must be in good standing. Employees also must sign in at the Town Sponsored event or provide documentation that they volunteered at an eligible 501(c)(3) nonprofit to receive credit.

The Town of Pembroke Park reserves the right to modify, amend, suspend, or discontinue this program at any time without prior notice. The town also reserves the right to revoke approval if it is felt that the employee is misusing the program.

APPROVAL PROCESS:

The employee must submit the request form to Human Resources at least 5 days before the event for approval. Approval is at the discretion of the Town Manager and Human Resources.

Examples of appropriate uses for Volunteer Time Off Program:

- Volunteering at a Town Sponsored Event (i.e. Back to School Event, Fall Music Festival)
- Building a house for Habitat for Humanity
- Volunteering at a food bank
- Cleaning up a beach, park or trail
- Becoming a Big Brother/Big Sister
- Volunteering at a local hospital
- Volunteering at 501(c)(3) nonprofit (i.e. Feeding South Florida, Make a Wish, Goodwill)

Volunteer Time Off Request Form

Date of request: _____

Employee name: _____

Charitable Organization Information:

Organization Name: _____

Event Name: _____

Address: _____

City/State/Zip: _____

Date and time of Event: _____

Total number of hours: _____

I certify that the information provided is complete and correct to the best of my knowledge. By checking this box, I verify that the volunteer efforts and recipient organization meet [company name]'s VTO guidelines.

Employee signature Date

Approved Disapproved

Human Resources Signature Date

Approved Disapproved

Town Manager's Signature Date

Completed by HR: ____ Hours added to Volunteer Bank Date added to Bank: _____

SUBMIT COMPLETED FORM TO: hr@tppfl.gov