

Sample Volunteer Policies From Local Companies

Many local companies have volunteer policies in place that benefit both their individual businesses and the entire community. The following pages contain excerpts from samples of volunteer policies at local area companies:

South Carolina Federal Credit Union

- Volunteer hours are earned on employee's personal time (not during normal working hours).
- Employees will earn two (2) personal hours for every eight (8) hours volunteered.
- Employees can earn a maximum of 16 hours or two (2) additional personal days per year.
- Volunteer hours incurred during the current calendar year are eligible for earning personal hours for that year. Volunteer hours cannot be carried over from a previous year (hours earned in December will be the only exception. Hours must be used by January of the next year).
- Once the employee has earned a total of eight (8) hours, community involvement will submit earned time to HR. Time will not be submitted or used before eight hours is earned.
- Hours will be added to Personal Days balance. EVP hours cannot be sold back nor redeemed for cash.

Dixon Hughes PLLC

Dixon Hughes as a whole does not have a volunteer policy but strongly encourages volunteering by our employees. The Charleston Practice Unit of Dixon Hughes has an unwritten volunteer policy of 4 hours a month or 48 hours a year of paid volunteer work related to children (school, children's charity, etc).

Santee Cooper

- Santee Cooper, as a responsible corporate citizen, promotes corporate volunteerism through the use of its resources in support of approved community programs, activities and critical needs areas.
- Employees are encouraged to support and be involved in community programs, activities, and critical needs areas.
- Employee participation during scheduled work hours must be approved in advance by the employee's supervisor.
- Employees may request that Santee Cooper match one hour of company time, up to four hours per month, for each hour per month that an employee contributes of his personal time to perform community service or help meet critical human needs. Participation will be allowed if the employee can be spared from his job.
- Employee volunteers should represent Santee Cooper in a professional manner, ensure the proper utilization of company resources and assist in receiving appropriate corporate recognition.

Bank of America

- Volunteer time — Full-time associates receive up to two paid hours per week including travel time to volunteer at a local organization, including schools, shelters, food banks and mentoring programs.
- Matching gifts program — Bank of America will match associate contributions to qualifying nonprofit organizations up to a specified amount each calendar year.
- Volunteer grants — An unrestricted grant is made to any qualifying nonprofit organization for which an associate has committed substantial volunteer hours within a calendar year.

Sample Volunteer Policies Continued

Blackbaud

- All regular employees working at least 20 hours per week are eligible to participate in the Volunteer for Vacation program.
- Volunteer on your own time (not during normal working hours) and earn ½ additional vacation day for every 8 hours volunteered.
- You may earn a maximum of 48 volunteer hours – or 3 additional vacation days – per year.
- Before volunteering, get approval from Corporate Relations & Philanthropy to ensure eligibility. This can be done via email. Remember to copy your manager on the request.
- Once you have completed your volunteer time, complete the Volunteer for Vacation Log. This form includes the organization's name, the date and hours, nature of the work, and a contact person who can verify your participation.
- Please accumulate hours, and submit them in 8-hour increments. Please do not submit anything less than 8-hour increments.
- When you are ready to use your Volunteer for Vacation hours, you should indicate this in the vacation request you send to your manager as these hours are tracked separately from your regular vacation hours.
- Blackbaud reserves the right to ask for written proof of your hours from the organization.
- Volunteer work can be for any 501©3 organization except for political or religious organizations or when the benefits of volunteering are limited to a membership group.
- Travel time to get to a volunteer location is NOT counted toward eligible hours.

US Coast Guard Sector Charleston

- The Coast Guard has long supported volunteerism as an extension of its mission-related service provided to America. Supervisors are encouraged to support this effort by permitting employees to participate in volunteer activities to the extent practicable. Through direct involvement in local community activities, federal employees become an invaluable resource to our citizens.
- In accordance with ref (a), you are encouraged to support the volunteer efforts of your civilian employees by ensuring all are made aware of the various work scheduling and leave flexibilities that are available to enable them to participate in volunteer activities.
- Options include granting employees annual leave, leave without pay, credit hours under flexible work schedules, and compensatory time off, where appropriate, to perform community service.
- Civilian employees who participate in volunteer activities, directly related to the mission of dhs, may be approved for up to 40 hours of administrative leave per year. For additional guidance regarding the appropriate use of leave or alternative work schedules, please contact your servicing command staff advisor or human resources specialist.
- Military members should make their requests through the appropriate chain of command in accordance with ref (c). Employees and military members who are currently involved in volunteer activities are encouraged to create a record of their volunteer service hours by registering with the presidents service award website <http://presidentialserviceawards.gov>.