

COMMUNITY SERVICE LEAVE

Guidelines for Determining Eligibility

PURPOSE: The Community Service Leave (CSL) policy allows State employees leave with pay to engage in volunteer service with schools, certain community service organizations, or human service organizations. The amount of leave is 24 hours per year, or if the tutoring/mentoring option is chosen, 1 hour per week during school sessions up to a max of 36 hours per year. Each agency must establish an internal policy that shall be administered consistently.

DEFINITION OF TERMS:

Non-profit: None of the earnings of the organization may inure to the benefit any private shareholder or individual of the organization.

Non-partisan: The organization may not attempt to influence legislation as a substantial part of its activities and it may not participate at all in campaign activity for or against political candidates.

IRS Code 501 (c)(3) Agency: Charitable organizations organized for religious, scientific, educational, literary, testing for public safety, and the prevention of cruelty to children or animals .

Charitable: The term includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erection or maintenance of public buildings, monuments, or works; lessening the burdens of government; lessening of neighborhood tensions; elimination or prejudice and discrimination; defense of human and civil rights secured by law; and combating community deterioration and juvenile delinquency.

Human Service Organizations: Organizations that are involved in assisting individuals, families, and groups to meet human needs. Human needs may be emotional, behavioral, environmental, vocational, or health-related.

Volunteer: One who enters into community service of his/her own free will without the expectation of compensation for services rendered.

**COMMUNITY SERVICE LEAVE
Guidelines for Determining Eligibility**

QUESTION 1	POLICY GUIDELINE
Who is the service supporting?	Service must directly support a school (public or private), child, non-profit, non-partisan community organization designated as an IRS Code 501(c)(3) agency or a licensed/accredited human service organization.

ORGANIZATIONS THAT MEET THE ELIGIBILITY CRITERIA:

Type of Organization	Description	Examples
School	One that is authorized to operate under the laws of the State of North Carolina (G. S. 115C) and is an elementary school, middle school, high school, or child care program. Exception: For employees who live in a state adjacent to North Carolina, an agency may grant community service leave for parental involvement in the child's school.	Public schools, private schools, charter schools, Smart Start (preschool) programs, child day care programs. * See note concerning home schools.
Charitable 501(c)(3)	Organizations that are organized and operated for religious, scientific, education, literacy, or testing for public safety purposes, or for the prevention of cruelty to children or animals.	All churches; United Way Organizations; NC Partnership for Children; Humane Society; Meals on Wheels; Habitat for Humanity
Human Service	Non-profit organizations that are licensed and accredited to serve citizens with special needs, including children, youth, and the elderly.	State operated psychiatric hospitals, developmental disability centers, and alcohol/drug abuse treatment centers; nursing care facilities; inpatient rehab facilities; home health agencies; hospice care agencies; ICF/MR facilities.

***Home Schools** – Currently, home schools do not meet the requirements for the 36 hours of tutoring/mentoring leave. Employees can use the 24 hours CSL for home schooling activities such as field trips, etc. if the school is certified/approved by the State of N.C. as a home school and the function is part of the educational activities authorized by the teacher. OSP has also approved leave in situations where a state employee volunteers to teach as a substitute for a home school teacher, i.e., grandmother substituted for her daughter, who normally taught the children, but could not due to an illness.

**COMMUNITY SERVICE LEAVE
Guidelines for Determining Eligibility**

INELIGIBLE ORGANIZATIONS:

- Fraternal beneficiary societies and Domestic Fraternal Societies and Associations - Masonic Lodge, Sudan Shriners, Moose Lodge, Fraternal Order of Police
- Business Leagues - Chambers of commerce, merchants associations and boards of trade
- Social Welfare Organizations - Town or City sponsored parks and recreation programs such as soccer/baseball/football leagues; Jaycees; Lion's Club; Kiwanis Club
- Social Clubs - Country Clubs, Bridge Clubs, Car Clubs, Hunting Clubs, Tennis Clubs, Golf Clubs.
- Veterans' Organizations - American Legion and the American Merchant Marines Veterans.
- Labor Organizations - Labor unions such as UE50, State Employees Association of NC (SEANC)
- Agriculture and Horticulture Organizations - National Livestock Producers Assoc.; American Beekeeping Federation; American Horticulture Society.
- Credit Unions – State Employees Credit Union

Note: While these organizations do not meet the definition of charitable organization, we recognize that a lot of these organizations perform community services that would otherwise meet the eligibility requirements. For example, the Jaycees may work with the local public school system to sponsor a food drive for needy families during the holidays. In this specific example, the service is actually being performed for the public school.

**COMMUNITY SERVICE LEAVE
Guidelines for Determining Eligibility**

QUESTION 2	POLICY GUIDELINE
What type of service is being provided?	<p>N.C. Schools – meeting with a teacher or administrator concerning the employee’s child, attending a non-athletic school sponsored function in which the employee’s child is participating, performing any school-approved volunteer work, or tutoring/mentoring.</p> <p>Charitable- service should directly meet the needs of citizens of North Carolina; or service can be for educational or informational purposes; prevention of cruelty to children or animals; environmental protection.</p> <p>Human Service – any service that directly meets the health or human service needs of N.C. citizens and their families who have special needs.</p>

EXAMPLES OF INELIGIBLE TYPES OF SERVICE

- Training to become a volunteer or remain certified/qualified to be a volunteer.
- Meetings to discuss community service activities, elect officers, or other administrative activities.
- Participation in recreational or athletic activities.
- Activities designed to promote religious belief such as teaching or leading religious assemblies or in raising funds to support religious activities.

QUESTION 3	POLICY GUIDELINE
When is the service being provided?	<p>Normal/Flexible work schedule - Service must occur during employee’s regularly scheduled work hours.</p> <p>Shift Workers – Reasonable rest period should be allowed for service performed outside of normal shift schedule if service is performed during employee’s normal sleep time.</p> <p>Example: When a second shift employee performs a day of community service, the employee should not be required to work on the day the community service occurs. When a third shift employee performs a day of community service, the employee will not be required to work the third shift that begins on the day prior to the day that community service occurs. This applies to all employees, regardless of the length of the shift.</p>

**COMMUNITY SERVICE LEAVE
Guidelines for Determining Eligibility**

QUESTION 4	POLICY GUIDLINES
Where is the service being provided?	Service must be provided within the State of North Carolina. Exception: School field trips scheduled outside of NC are eligible as long as they are planned for educational purposes and the school itself meets this requirement.

SPECIAL CONSIDERATIONS

FUNDRAISERS:

Fundraisers need to be reviewed on a case by case basis to determine eligibility for CSL.

- Participation in fundraisers such as playing in a golf tournament to raise money for Cancer Research or attending a \$50 a plate dinner to raise money for new school computers would not be considered eligible for Community Service Leave. There must be a working relationship – i.e., setting up tents, cooking/serving food, parking cars, etc.
- The fundraiser must occur specifically during the employee’s regular schedule work hours. Example: Relay for Life event which is scheduled for a specific date and time, which occurs during the employee’s regular work schedule. Fundraiser campaigns which are scheduled over several weeks or months such as selling girl scout cookies does not meet this eligibility criteria.
- The purpose of the fundraiser must also be considered when determining eligibility. A church dinner fundraiser planned to raise money to buy new hymn books would not meet eligibility, but a church dinner fundraiser planned to raise money to fund the Meals-On-Wheels outreach program would qualify.

**COMMUNITY SERVICE LEAVE
Guidelines for Determining Eligibility**

The following situational questions and answers should assist with using the guidelines to determine eligibility:

1. Employee has asked for approval to use 8 hours CSL on Friday, October 27. Her daughter's teacher has asked for parent volunteers to accompany the Coats Elementary School first grade class on a field trip to the Asheboro Zoo. The bus will leave school at around 8:30 a.m. and return to the school at 6:00 p.m. Her normal work schedule is M-F from 8:00 a.m. until 5:00 p.m.

Question	Answer	Meets Eligibility?
Who	Coats Elementary School – a N.C. public school	Yes
What	Chaperone – assisting teacher in meeting educational needs of the students.	Yes
When	8:30 a.m. until 6:00 p.m.	Yes
Where	Coats, North Carolina	Yes

Determination: Request meets all eligibility requirements and is approved.

2. Employee has asked for approval to use 1 hour CSL on Tuesday, October 17. His son is in the 7th grade at Bunn Middle School. The school is having an “open house” from 7:00 p.m. until 8:00 p.m. This is an opportunity for parents to visit their child's classroom, see some examples of their child's work, and discuss any problems or concerns with the teacher. Employee has asked to use CSL to leave work one hour early (4:00) so he can get ahead of the traffic and not have to rush to get to the school on time. His normal commute time is 45 minutes. His normal work schedule is M-F from 8:00 a.m. until 5:00 p.m.

Question	Answer	Meets Eligibility?
Who	Bunn Middle School – A NC public school	Yes
What	Meet with son's teacher to discuss academic needs or concerns.	Yes
When	7:00 p.m. – 8:00 p.m. plus 45 minutes travel time.	No
Where	Bunn, North Carolina	Yes

Determination: Since the event does not occur during the employee's regular scheduled work hours, he would not be eligible to use CSL. Management could approve vacation leave for this purpose.

**COMMUNITY SERVICE LEAVE
Guidelines for Determining Eligibility**

3. Employee has asked for approval to use 20 hours CSL for the week of June 11-15. She would like to volunteer to teach a class of 9 and 10 year old children for the Vacation Bible School Program that is being held at Midway Baptist Church in Wingate, NC. The Bible School is scheduled from 9:00 a.m. until 11:00 a.m. from Monday through Friday. She wants to use 4 hours a day from 8:00 a.m. until 12:00 p.m. Her normal work schedule is M-F from 8:00 a.m. until 5:00 p.m.

Question	Answer	Meets Eligibility?
Who	Midway Baptist Church	Yes
What	Teach bible school	No
When	June 11-15, 8:00 a.m. until 12:00 p.m.	Yes
Where	Wingate, North Carolina	Yes

Determination: Not eligible for CSL but can use Vacation Leave. Activities designed to promote religious beliefs such as teaching are not considered eligible service.

4. Employee has asked to use 2 hours CSL on every Wednesday for 12 weeks beginning the week of January 1. Employee would like to volunteer to assist with the Meals-On-Wheels Program sponsored by Providence United Methodist Church in Charlotte, North Carolina. He will be delivering meals from 11:30 a.m. until 1:30 p.m. to elderly and shut-in people within his church community. His normal work schedule is M-F from 7:30 a.m. until 4:30 p.m.

Question	Answer	Meets Eligibility?
Who	Providence United Methodist Church	Yes
What	Deliver meals on wheels	Yes
When	Every Wednesday from 11:30 am until 1:30 pm	Yes
Where	Charlotte, North Carolina	Yes

Determination: Meets all eligibility criteria. Approve as requested.

5. Employee has asked for approval to use 3 hours CSL on Tuesday, October 17. Her son has the lead part in a play that is being presented at his private school, Durham Academy (Durham, NC). She would like to attend the program. The program is from 7:00 p.m. until 8:00 p.m. She works Sunday-Thursday from 2:30 p.m. until 11:30 p.m.

Question	Answer	Meets Eligibility?
Who	Durham Academy (Private School)	Yes
What	Attend son's school play.	Yes
When	Tues., Oct. 17 from 7:00 pm until 8 pm	Yes
Where	Durham, North Carolina	Yes

Determination: Meets all eligibility criteria. Approved as requested.

**COMMUNITY SERVICE LEAVE
Guidelines for Determining Eligibility**

6. Employee has asked for approval to use 12 hours CSL on Tuesday, November 7. He would like to volunteer* to assist the Wake County Board of Elections at the voting polls on Election Day. The polls will be open from 7:00 a.m. until 7:00 p.m. His normal work schedule is M-F from 7:30 a.m. until 4:30 p.m.

Question	Answer	Meets Eligibility?
Who	Wake County Board of Election	Yes
What	Assist Voters at the polls	Yes
When	Tues., Nov. 7, from 7:00 am until 7:00 pm	Yes (8 hours only)
Where	Raleigh, North Carolina	Yes

Determination: *Only eligible if volunteer work is unpaid. Most County Boards of Elections do pay their volunteers for working the polls on Election Day. See CSL definition for volunteer. If this is a paid volunteer service, then the employee should use vacation/bonus leave.

7. Employee has asked for approval to use 2 hours CSL on the fourth Thursday of each month. He is an officer of the Jaycees of Garner (North Carolina). The group meets from 7:00 p.m. until 9:00 p.m. every fourth Thursday each month to plan and discuss community projects. His normal work schedule is M-F from 3:00 p.m. until 12:00 a.m.

Question	Answer	Meets Eligibility?
Who	Jaycees	No
What	Attend monthly meeting.	No
When	4 th Thursday from 7:00 pm until 9:00 pm	Yes
Where	Garner, North Carolina	Yes

Determination: Not eligible for CSL but can use Vacation leave. Meetings of civic groups do not qualify for community service leave.

8. Employee has asked for approval to use 8 hours of CSL on Wednesday, November 22. Her daughter plays the flute in the marching band at Cary High School (Cary, North Carolina). The band director has asked for parent volunteers to assist with chaperoning members of the school band on their trip to New York City to participate in the Macy's Thanksgiving Day Parade. The band is scheduled to leave the school at 8:00 a.m. on Nov. 22 and return on Nov. 24 at 5:00 p.m. The employee's normal work schedule is M-F from 8:00 a.m. until 5:00 p.m. Nov 23-24 are State Holidays.

Question	Answer	Meets Eligibility?
Who	Cary High School (Public School)	Yes
What	Chaperone school band members	Yes
When	Wed. November 22	Yes
Where	Cary, North Carolina	Yes

Determination: Meets all eligibility requirements. "Where" is based on the school location and not the destination of the field trip.

**COMMUNITY SERVICE LEAVE
Guidelines for Determining Eligibility**

9. Employee has asked for approval to use 8 hours of CSL on Tuesday, October 17. She would like to volunteer to work at the Wake County SPCA informational booth at the N.C. State Fair. She would like to volunteer to work from 10:00 a.m. until 6:00 p.m. on October 17. Her normal work schedule is M-F from 8:00 a.m. until 5:00 p.m.

Question	Answer	Meets Eligibility?
Who	Wake County SPCA	Yes
What	Hand out information at the State Fair	Yes
When	Tues. Oct. 17 from 10:00 am until 5:00 pm	Yes
Where	Raleigh, North Carolina	Yes

Determination: Meets all eligibility requirements. Approved as requested.

10. Employee has asked for approval to use 24 hours of CSL and 16 hours of Vacation Leave. He is a member of the Calvary Presbyterian Church (Asheville, NC). His church has asked for volunteers to assist with cleaning up, repairing, and rebuilding structures that were damaged by a recent tornado in Mobile, Alabama. They will be leaving on Monday morning at 5:30 a.m. and returning Saturday night at 8:00 p.m. His normal work schedule is M-F from 8:00 a.m. until 5:00 p.m.

Question	Answer	Meets Eligibility?
Who	Calvary Presbyterian Church	Yes
What	Disaster relief – repair, and rebuild structures	Yes
When	Mon. 5:30 am until Friday	Yes
Where	Mobile, Alabama	No

Determination: Not eligible for CSL but can approved vacation leave. Service must be provided within the state of North Carolina. Must benefit the citizens of North Carolina.

11. Employee has asked for approval to use 8 hours of CSL on Friday, October 27. She would like to volunteer to assist with events at the N. C. Special Olympics, which is being held in Charlotte. The competition starts at 9:00 a.m. on Friday, Oct. 27 and ends at noon on Sunday, Oct. 29. The employee's normal work schedule is M-F, from 8:00 a.m. until 5:00 p.m.

Question	Answer	Meets Eligibility?
Who	N. C. Special Olympics	Yes
What	Assist with events	Yes
When	All day on Friday, October 27 starting at 9:00 a.m. plus reasonable travel time.	Yes
Where	Charlotte, North Carolina	Yes

Determination: Meets all eligibility requirements. Approve as requested.