

Southwest Texas Junior College Community Service Leave

Purpose

Through its programs and services, Southwest Texas Junior College (SWTJC) strives to support the needs of its surrounding communities. SWTJC further realizes the importance of community service and, therefore, encourages its employees to be actively involved in community events and with community organizations. To enhance the involvement of its employees with the broader community, SWTJC endorses a Community Service Leave (CSL) policy.

This policy outlines the guidelines for full-time employees at SWTJC to take time away from work in order to participate in community service projects and/or events. A maximum of 16 hours is permitted each year with no carry-over for unused hours. In addition, there is no pay out to employees who do not use the 16 hours. This leave may be used only for the services outlined below.

Use of Leave

Paid leave is not granted to those individuals participating in community service activities outside of their work schedule. The types of services that qualify for this leave are as follows:

- Tutoring and mentoring in schools
- Blood, bone marrow, and organ donation
- Any activity associated with a non-profit organization
- Assisting and responding to emergency situations

Reporting of CSL

The employee must complete the CSL request form and submit it to their supervisor for approval. The hours used for the leave must be reported on the employee's absence report for that month.

Southwest Texas Junior College
Community Service Leave (CSL) Request Form

Name of Employee: _____
Department: _____
Date and location for CSL: _____
Number of hours requested: _____

Description of the CSL
activity: _____

I understand that the hours I use for CSL must be reported on my monthly absence report and that I cannot exceed 16 hours for the calendar year.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____