



Volunteer/Community Service Paid Time Off Policy

At Yeshiva University our education incorporates the expectation that our students will serve their own communities and their country as upstanding citizens. The university's core values guide us and comprise our moral compass: Truth, Infinite Human Worth, Life, Compassion and Redemption. We also encourage our employees to live up to this expectation and to the core values that shape the university. In support of the university's values, we invite our staff members to join us in dedicating ourselves to serving our local and wider communities.

Community service -- whether locally or globally -- needs our employees' time and talent. To that end, we encourage all full-time non-union staff to take up to 16 hours of paid leave per calendar year to engage in volunteer/community service activities. Part time benefits-eligible staff may take up to 8 hours per year. These hours will not count against accrued vacation time.

Conditions of this service

- Volunteer hours must take place during the employee's regular work hours.
- Employees will be paid their regular rate of pay for their normal scheduled hours.
- Time spent in this volunteer capacity, or traveling for the volunteer work, will not result in payment of overtime.
- Volunteer hours do not carry over into subsequent years and hours are non-transferable.
- Volunteer hours must be taken in minimum 2-hour increments.

Volunteer hours must take place at a charitable, not-for-profit or social-good organization and may not take place at political organizations, campaigns, agencies or lobbyists. This is because YU may not use its resources to support or advocate for a political party or issue. While employees are free to use vacation or holiday time for these kinds of efforts, they may not do so as representatives of YU.

Who is eligible

All non-union benefits-eligible staff may apply for a volunteer paid leave once the employee has completed six months of employment. The employee must be in good standing. Full-time staff may take up to 16 hours of volunteer time, part-time staff may take up to 8 hours per year.

How to apply

- Complete a Volunteer/Community Service Application.
- Application requests must be submitted at least two weeks in advance of the desired time away from work.
- The time off may not interfere with the department's current work or projects.

- The application will be reviewed by the employee's direct supervisor, to determine whether the employee's proposed absence will be reasonable for the office, department or school.
- Human Resources will confirm that the employee is eligible to participate in the program.
- The employee's supervisor will notify the staff member of the outcome of the request.

Upon completion of the service

Following the volunteer/community service, the employee must submit to Human Resources the Completion of Volunteer/Community Service Form signed by the organization and the employee. In this form, the employee will describe with which core value(s) the volunteer work aligns.

Opportunities

The Human Resources Office will begin to maintain a list of local volunteer organizations for those who are searching for opportunities. Recommendations are welcome.

For questions please call 646-592-4568