Volunteerism Policy

[Company Name] encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities.

The following guidelines are for [Company Name]'s employees who serve as volunteers in 501(c)(3) non-profit community programs that are either of personal interest or are corporate-sponsored initiatives.

1. **Volunteer Time**

Employees to take up to [number of hours] hours of paid time off each month to participate in their specific volunteer program.

Volunteer time must be requested in advance and when possible, should be regular and on a set schedule to help with the coordination of other work-related responsibilities.

Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime or cause conflicts with other employees' schedules.

2. **Eligibility**

All full-time employees are eligible.

Interested employees should have expected performance or above.

Interested employees should meet with their managers to discuss their volunteer choice, schedule and to receive approval.