Volunteer Time Off (VTO) Policy

This Volunteer Time Off (VTO) policy is part of our company’s list of employee benefits.

**Purpose/Goal:**
The purpose of our company’s philanthropic program is to support activities that enhance and serve communities in which we live and work. The intention is to participate in giving back and supporting the community and to allow our employees to share in that effort. At the same time, we recognize that participating in these sorts of activities enriches the lives of its employees.

**Amount of Time:**
Employees can volunteer up to 16 hours (2 days) per calendar year toward a 501c3 charitable organization, in accordance with our giving and volunteering guidelines. More than one organization may be chosen.

The volunteer hours, up to 16 hours per calendar year, will be considered paid time off. The pay rate will be the employee’s current base salary on the day(s) the time is taken.

This time is refreshed at the beginning of each calendar year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time or lack thereof does not affect vacation accrual.

**Eligibility:**
All full-time, regular employees are eligible to participate in this program. There is no minimum service requirement for participation in this program. Employees can choose a charity of their choice or work together with other employees on a team.

**Ineligibility:**
You are ineligible to participate in the program, if:

1. You are a part-time employee.
2. The employee’s employment is terminated for any reason.
3. The employee is not meeting performance standards.
4. The program is discontinued. We reserve the right to amend or terminate this program at any time without prior notice. We also reserve the right to revoke approval if it is felt that the employee is misusing the program.

**Approval Process:**
Employees must fill out the Volunteer Enrollment Form and submit it to his/her manager at least one week before the requested time off. Approval is at the discretion of the employee’s manager. Company-sponsored VTO may not be used for organizations that discriminate based on creed, race, religion, or sexual orientation.
Appropriate examples for VTO:
- Building a house for Habitat for Humanity
- Donating time at a food bank
- Cleaning up the beach, highway, or park.
- Coaching a team of inner-city, disadvantaged youth
- Participating as a Big Brother/Big Sister

Inappropriate examples for VTO:
- Taking a ski vacation and charitably giving ski lessons
- Coaching your child’s basketball team
- Attending a professional, religious or personal interest conference
# Volunteer Time Off Enrollment Form

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Community Organization Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Website:</td>
<td></td>
</tr>
<tr>
<td>Organization’s Tax ID Number:</td>
<td></td>
</tr>
</tbody>
</table>

**Date(s) and time(s) of VTO requested (ex. 7/26/14, 9AM – Noon):**

**Total number of hours requested:**

**I will be doing this action with other employees, GROUP ACTIVITY ORGANIZED BY:**

**Description of volunteer activity you will do:**

---

**Employee Signature**

**Date**

**Manager Approval**

**Date**