

Volunteer Time Off (VTO) Policy



Mission Statement:

At Immanuel, our mission is "Christ-Centered Service to Seniors, Each Other, and the Community." We encourage employees to live this mission through active service in the community.

Purpose:

This Volunteer Time Off (VTO) policy allows full-time employees the opportunity to volunteer their time to serve the community. We believe in supporting employees as they model service and compassion in their daily lives.

Eligibility:

All full-time employees (.7 FTE or scheduled 28 hours or more per week) are eligible for VTO.

VTO Hours:

- Full-time employees will earn 1 day (8 hours) of VTO per calendar year.
- VTO can be taken in half-day (4 hours) or full-day (8 hours) increments.
- Employees who start after July 1 of the calendar will receive a prorated amount of 4 hours for their first calendar year of employment.

Appropriate Uses of VTO

VTO is intended for community service with non-profit organizations. Some examples of appropriate volunteer activities include:

- Volunteering at a food bank
- Cleaning up a park or trail
- Serving as a mentor or coach through a mentorship program
- Volunteering at a local hospital
- Volunteering at a school
- Donating platelets (this is an eligible VTO use due to the time commitment and lack of monetary benefit)

VTO Request and Documentation:

- Employees are required to state the non-profit organization where they will volunteer in the Comments section of their VTO request.
- After approval from your supervisor, no additional documentation is required.
- UKG will show a separate PTO bucket called, VTO with a balance. An employee will request this like they do with other PTO types.

How to Find Volunteer Opportunities:

If you're in need of assistance finding a volunteer opportunity, we recommend visiting the website www.charitynavigator.org. You can search by city, state, and cause.

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VTO and Work Schedule:

- VTO is intended to be used during a regularly scheduled workday.
- Like PTO, your total work hours (including VTO) cannot exceed your Full-Time Equivalent (FTE) status.
- VTO cannot be used in addition to your regular work hours to extend your workweek.
- VTO cannot be carried over from one year to the next. Any unused time will be forfeited at the end of the benefit period.

Additional Questions:

If you have any questions or need clarification beyond what is covered in this policy, feel free to contact your manager, HR Business Partner, or email MyHr@immanuel.com.

This policy is designed to encourage employees to give back to the community while maintaining a healthy work-life balance.