

**ELIZABETH CITY STATE UNIVERSITY  
Faculty Community Service Leave Policy**

**Preamble**

In recognition of the State of North Carolina's diverse needs for volunteers to support schools, communities, citizens, and non-profit charitable corporations, Elizabeth City State University has established a program (ECSU) for awarding Community Service leave to faculty, subject to the basic requirements set forth below. Community Service Leave may be granted to faculty members who are parents for child involvement in the schools, any employee for volunteer activity in the schools or in a Community Service organization, or any employee for tutoring and mentoring in schools. Elizabeth City State University's Faculty Community Service Leave Policy will provide special guidelines and provisions for Community Service, Emergency Service, Blood and Bone Marrow Donorship, and Disaster Service Volunteer with the American Red Cross. All faculty members are encouraged to volunteer in support of North Carolina's schools, communities, citizens and non-profit organizations.

**1. Community Service Leave**

Faculty at ECSU who are permanent halftime (50% FTE) or more and in leave earning status shall be awarded twenty-four (24) hours of Community Service Leave annually which may be used for volunteer participation in the programs, services and organizations indicated below, or elect to receive an award equivalent to one (1) hour each week that a public school is in session. The award is to be used exclusively for mentoring or tutoring students in North Carolina schools.

**A. Leave for Child Involvement and School Volunteerism**

ECSU faculty may use all or part of their annual allotment of Community Service Leave to volunteer time in support of Community Service Leave to volunteer time in support of programs and services in public and private elementary, middle and high schools, and licensed public and private day care and pre-school settings. ECSU faculty who are parents may use this leave to meet with a teacher or administrator concerning the child or may attend any educational function sponsored by the school in which the child is participating.

**B. Leave for Non-Profit Organization Volunteerism**

Faculty may use all or part of their annual 24-hour allotment of Community Service Leave to volunteer time in non-profit, non-partisan community organizations which are designated as 501(c)(3) agencies under the Internal Revenue Code, or human services organizations licensed or accredited to serve citizens with special needs including children, youth and the elderly.

**C. Leave for Tutoring and Mentoring in North Carolina Schools**

In lieu of the 24-hour award as noted above, employees may elect to receive one (1) hour of volunteer leave for each week that public schools are in session, up to a maximum of 36 hours, as documented by a local Board of Education. This leave award shall be used exclusively for tutoring or mentoring a student in accordance with established standards, rules and guidelines for such arrangements as determined and documented by joint agreement with ECSU. A “school” is one that is authorized to operate under the laws of the State of North Carolina and is an elementary school, middle school, high school or childcare program.

**2. Blood and Bone Marrow Donorship:**

Faculty members are encouraged to use the privilege and opportunity to participate in life giving through blood and bone marrow donorship. Faculty who are permanent halftime (50% FTE) or more and in leave earning status shall be given reasonable time off with pay for whole blood donation, pheresis procedure and bone marrow transplant.

**3. Emergency Services**

Faculty members who are appointed for nine months or more and work halftime (50% FTE) or more and who are participating in volunteer emergency and rescue services if a bona fide need for such services exists within a given area shall receive reasonable time off with pay. A bona fide need is defined as real or imminent danger to life or property. Faculty members shall provide sufficient proof of membership in an emergency volunteer organization and that the performance of such emergency services will not unreasonably hinder ECSU activities for which the faculty member is responsible. In emergency situations, which are not covered by an emergency volunteer organization, ECSU may determine whether the emergency service to be provided can justifiably be designated as a work assignment, based on the expertise of the faculty member. Short-term work assignments may be authorized when requested by an official third party requesting the assistance.

**4. American Red Cross Disaster Service Leave**

ECSU may grant American Red Cross Disaster Service Leave with pay not to exceed 15 workdays in any 12-month period for faculty to participate in specialized disaster relief services. To qualify for American Red Cross Disaster Service Leave, the faculty member must be appointed for nine months or more and work halftime (50% FTE) or more, be a disaster service volunteer of the American Red Cross, and be requested by the American Red Cross to participate. The decision to grant leave rests in the sole discretion of ECSU based on the work needs of the university. Leave shall be granted only for services related to a disaster occurring within the United States. While on disaster leave, the faculty member shall not incur any loss of pay and, if the faculty member is covered

under campus annual and sick leave policies, continue to accumulate annual and sick leave.