

Volunteer Time Off (VTO)

Purpose Statement

Support philanthropic activities to serve and enhance communities in which we live and work.

Scope/Eligibility

All regular full-time and part-time 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 effort. Employees must be in good performance standing to participate in this program.

Policy Statement

The intention of this program is to support employees in their interests and participation of community events. At the same time, North Risk Partners recognizes that participating in these sorts of activities enriches the lives of its employees.

Full-time employees will be provided with an additional 24 hours (3 days) and part-time employees will receive 8 hours (1 day) per calendar year to use specifically toward supporting a 501c3 charitable organization(s). This time is a separate bank and amount of time from regular personal time off (PTO). This time will be considered paid time off. VTO may be used during standard business hours only. 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. This time is not eligible for payout at termination.

The VTO program is supported by the Community Involvement Opportunity Committee.

Procedure

Employees who normally use Paychex to request PTO must request VTO through Time & Attendance on Paychex Flex at least two weeks before the requested time off. VTO can be requested in increments of one to eight hours at a time. After a request is received, the supervisor will then use their discretion to approve the request.

- [View Paychex VTO request instructions here.](#)

Risk Advisors and other employees who do not request PTO are still eligible to participate in the VTO program. Employees in this category are not required to request VTO but are asked to fill out [this form](#) to document any volunteer time for companywide reporting purposes.

Supervisors may deny a VTO request if an employee does not meet the eligibility requirements (e.g., an employee is on a Performance Improvement Plan or a new employee who needs to be in the office for training) or if the request is not an appropriate use of VTO. A request may also be denied in order to ensure there is enough office or departmental coverage on a certain day.

North Risk Partners - sponsored VTO may not be used for organizations that discriminate based on creed, race, religion or sexual orientation.

Examples of appropriate uses for VTO:

- Building a house for Habitat for Humanity
- Donating your time at a food bank
- Cleaning up the beach, highway or park
- Coaching a basketball team of inner city disadvantaged young adults
- Helping in a natural disaster clean-up effort
- Participating in Big Brother/Big Sister programs
- Volunteering at a local hospital
- Volunteering time at the Animal Humane society
- Organizing a charity walk or run
- Helping set up for an event at your child's school
- Helping prepare for an event at your church
- Mission trip
- Donating time with a meal delivery program such as 'Meals on Wheels'

Inappropriate examples:

- Taking a ski vacation and charitably giving ski lessons
- Coaching your child's basketball team
- Attending your child's PTA conference
- Serving as your child's scout leader
- Chaperoning your child's field trip
- Attending a professional, religious, or personal interest conference
- Participating in a 5k run to support a charity
- Babysitting a friend or family member's child
- Chaperoning a professional or religious retreat