

University of Scranton

Office of Human Resources' Policy

Office of Human Resources

Mission and Community Service Leave

Executive Sponsor:
Office of Human Resources
Responsible Office:
Office of Human Resources
Originally Issued: June 1987
Revised: October 17, 2023

I. Policy Statement

The University encourages its employees to live out service to others and to reflect on questions of value and meaning. This policy is designed to support the objectives of increasing voluntary community service and encouraging reflection as an integral part of our outreach and service activities.

II. Reason for Policy

The purpose of the Mission and Community Leave policy is to allow staff to voluntarily participate, with pay, in University-sponsored spiritual retreats, and approved mission or community service-related activities that occur during regularly scheduled work hours.

III. Entities Affected by This Policy

- Staff members, who have completed six (6) months of service and work in a regular, full-time, or regular, part-time position equivalent to at least half time, are eligible for Mission and Community Leave time.

IV. Website Address for this Policy

www.scranton.edu/hr

V. Related Documents, Forms, and Tools

See attached form.

VI. Contacts

Any questions related to the policy or applicability of the activity should be directed to the Office of Human Resources at (570) 941-7767 or via email at hr@scranton.edu.

VII. Benefit

Eligible staff are provided paid time off for up to ten (10) days in any three (3) calendar year period. If part-time, the staff member will be given leave on a pro-rated basis in accordance with the employee's part-time status. Staff members may extend this Mission and Community Leave benefit with vacation time, or take time without pay, all subject to the approval of their supervisor and the Office of Human Resources.

VIII. Scope

The University recognizes three types of voluntary activities under this leave policy:

1. University sponsored or endorsed spiritual retreats including retreats or trips sponsored by the Division of University Mission and Ministry, which includes the Jesuit Center.
2. Serving as a chaperone for student domestic or international service trips sponsored by the Center for Social Justice and/or the International Service Program.
3. Mission and Community Service-related activities which include community service in connection with a legally sanctioned non-profit organization that engages in activities consistent with the University's mission.

Activities related to child school activities are not applicable under this policy.

IX. Responsibilities and Procedures

Staff member requesting the Mission and Community Service Leave:

It is the responsibility of the staff member to submit a completed Mission and Community Service Leave request form to the Office of Human Resources.

The Office of Human Resources:

It is the responsibility of the designated human resource staff person to review the request for applicability to the policy and ensure the staff member requesting the leave has not exceeded their available benefit. The Office of Human Resources will forward the request form to the supervisor for signature. Once approved by the supervisor and divisional vice president and received in the Office of Human Resources, an email indicating approval or denial of the activity and time off will be sent to the requestor and their supervisor(s).

Supervisor(s) of the staff member requesting the Mission and Community Service Leave:

It is the responsibility of the supervisor(s) to review the request to approve or deny the time away from work and forward to the divisional Vice President. The supervisor has the right to deny time off if granting such time creates a staffing issue. All requests for Mission and Community Service Leave will be reviewed with careful consideration of both the needs of the department and the development of the employee.

Divisional Vice President of the staff member requesting the Mission and Community Service Leave:

It is the responsibility of the divisional Vice President to review the application, approve or deny the time away from work and forward back to the Office of Human Resources.



Mission and Community Service Leave Request Form

Benefit: Eligible staff can take a maximum of ten (10) working days during every three (3) calendar years. Staff can also add their vacation time to the mission and community service leave benefit or take time without pay, all subject to the approval of their supervisor.

Eligibility: In order to be eligible for Mission and Community Service Leave, staff must have completed six months of service and work in a full-time position or a standard part-time position (minimum 15 hours/week, 52 weeks/year)

Directions: The staff member is to complete **Step 1** of the form. When Step 1 is completed, the staff member must forward the request form to the Office of Human Resources. The Office of Human Resources will review for applicability to the policy and availability of requested time and forward to the staff member's Direct Supervisor/Department Manager. *The Office of Human Resources does not approve or deny the time away.* The Direct Supervisor and/or Department Manager should review to determine departmental needs, approve, or deny the request based on this factor and forward to the Divisional Vice President to acknowledge before returning to the Office of Human Resources for processing.

Step 1: To be completed by the Staff Member:

Name: _____	Title: _____
Department: _____	Supervisor: _____
Event or Activity: _____	Organization: _____
Date(s): _____	Total # of work days: _____
Employee Signature: _____	Date: _____

Step 2: To be completed by the Office of Human Resources:

Employee is is not eligible for Mission and Community Service Leave
 This activity is is not applicable under the Mission and Community Service Leave Policy, categorized as:

<input type="checkbox"/> University Sponsored Spiritual Retreat/Trip	<input type="checkbox"/> University Sponsored Service Trip
<input type="checkbox"/> Chaperone Service Trip	<input type="checkbox"/> Community Service Activity
<input type="checkbox"/> Non-University Spiritual Retreat or Conference	<input type="checkbox"/> Other

Human Resources Representative: _____ Date: _____

Step 3: To be completed by Department Leadership:

Direct Supervisor : _____ Date: _____

Department Manager (if applicable) _____ Date: _____

Divisional Vice President: _____ Date: _____

Step 4: Final Steps:

The Office of Human Resources will send an email indicating approval or denial of the request to the staff member, with a copy to the Direct Supervisor and/or Department Manager and Divisional Vice President, as well as Payroll, if approved.

Human Resources Only	
Estimated Length of Mission Leave Verified:	Normal Hours/Week Verified:
<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied	
HR Signature:	Date:
Payroll Verification	
Payments begin:	Payments end:
Payroll Signature	Date: