

## 5.4.16 Community Service and Child Involvement Leave

**Last Revised:** May 2023

**Policy:** Piedmont Community College (PCC) recognizes, as evidenced by our mission, vision, and values, the diverse needs for volunteers to support schools, communities, citizens, and non-profit organizations; therefore, full-time employees are encouraged to participate in community service activities. PCC also encourages employees to be involved in school functions and activities involving the employee's children.

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### **Purpose/Definitions:**

#### **Purpose**

The purpose of this policy is to communicate the method by which community service and child involvement leave is granted to eligible college employees.

#### **Definitions**

**Child**—a son or daughter who is under 18 years of age or is 18 years of age or older and incapable of self-care because of a mental or physical disability and who is:

- a biological child
- an adopted child
- a foster child—a child for whom the employee performs the duties of a parent as if it were the employee's child
- a step-child—a child of the employee's spouse with no biological relationship to the employee
- a legal ward—a minor child placed by the court under the care of a guardian; or
- a child of an employee standing in loco parentis

**Community College**—an educational institution that is a member of the North Carolina (or adjacent state) Community College System.

**Community Service**—the act of supporting our communities through volunteer service.

**Community Service Organization**—a non-profit, non-partisan community organization which is designated as an IRS-Code 501(c)(3), or a human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly. Although religious

organizations may be 501(c)(3) agencies, this leave does not apply to activities designed to promote religious beliefs.

**Partisan Political Activity**—the act of doing something in active support of, or opposition to, a political party, a candidate for partisan political office, or a partisan political group.

**Public University**—a constituent institution of the University of North Carolina (or adjacent state system).

**School (public or private)**—an educational institution that is authorized to operate under the laws of the State of North Carolina (or adjacent state) and is an elementary school, middle school, high school, or a licensed childcare program.

**State Agency**—a State governmental agency that is authorized to operate under the laws of the State of North Carolina (or adjacent state).

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**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

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**Procedure:**

Section 1: Eligibility and Approval

- 1.1. Full-time employees with benefits will be credited sixteen (16) hours of paid community service/child involvement leave beginning July 1 of each fiscal year.
- 1.2. New employees will be credited with leave immediately upon employment, prorated for the remainder of the fiscal year (July 1 - June 30).
- 1.3. The employee’s supervisor must provide approval for requested leave.
  - 1.3.1. The supervisor or other college management may require that the leave be taken at a time other than the one requested based on the needs of the College.
    - 1.3.1.1. The College may require acceptable proof that leave taken is within the purpose of this policy.
- 1.4. Community service/child involvement leave
  - 1.4.1. is non-transferable

- 1.4.2. is not cumulative
- 1.4.3. cannot be carried over from one fiscal year to the next, and any leave not taken is forfeited.
- 1.5. Employees are not paid for community service/child involvement leave upon separation from the College.
- 1.6. College equipment or supplies may not be used for any community service or child involvement activity.

Section 2: Documentation of Community Service Leave

- 2.1. For community service/child involvement leave, the employee will submit a leave request for approval and document on the leave request, where appropriate:
  - 2.1.1. the school-sponsored function/activity involving the employee's child(ren), the child(ren)'s name, and the name of the school along with the scheduled date of the activity, or
  - 2.1.2. the service that will be provided to the community service organization, school, public university, community college, or state agency; the name of the organization and the activity sponsored by said organization along with the scheduled date of the activity.
    - 2.1.2.1. Written documentation from that agency, on their letterhead, may be required for volunteer services other than child(ren) involvement in the school(s).

Section 3: Use of Leave

- 3.1. Community service Leave may be granted to full-time employees within the parameters outlined below:
  - 3.1.1. Tutoring and mentoring
  - 3.1.2. Other volunteer work approved by a teacher, school administrator, or program administrator.
  - 3.1.3. Volunteering in a public university, community college, or state agency, provided that the service is outside of the employee's normal scope of duties and responsibilities and that the employee is not receiving any form of compensation for the services rendered.

- 3.1.4. Performing a service for the community and/or a community service organization.
- 3.2. Child involvement leave may be granted to full-time employees within the parameters outlined below:
  - 3.2.1. Teacher or school administrator meetings concerning the employee's child.
  - 3.2.2. Attending any function sponsored by the school in which the employee's child is enrolled and the employee's child is a participant in the function.
  - 3.2.3. Other activities outside of a school setting in which the child is involved.

#### Section 4: Limitations of Community Service Leave

- 4.1. Community Service Leave does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities.
  - 4.1.1. Services would include activities supported by religious organizations such as working in soup kitchens, homeless shelters, or other community activities.
- 4.2. Partisan Political Activity on college time is not permitted.
  - 4.2.1. Care must be taken to avoid any possible interpretation that the College is permitting time off and in so doing, supports a political candidacy or agenda.
  - 4.2.2. Political activity must be in accordance with 1C SBCCC 200.99(a) of the State Board of Community Colleges (SBCC) Code which states: "As an individual, each employee of the community college system retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, the State Board encourages employees of the system to exercise their rights and obligations of citizenship."
- 4.3. Community Service Leave may include working inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the work or promoting a candidate.
  - 4.3.1. Vacation leave will be charged if the employee is receiving pay for the "inside" poll work or if the employee is distributing brochures, transporting voters or other partisan campaigning outside of the polls.

**Legal Citation:** [1C SBCCC 200.99\(a\)](#)

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**History:** Effective July 1994; Revised April 1999, October 2001; Replaces Child Involvement Leave effective July 2007; Revised July 2012, April 2021, May 2022—updated definitions, May 2023