

Redemption. We also encourage our employees to live up to this expectation and to the core values that shape the university. In support of the university's values, we invite our staff members to join us in dedicating ourselves to serving our local and wider communities.

Community service -- whether locally or globally -- needs our employees' time and talent. To that end, we encourage all full-time non-union staff to take up to 16 hours of paid leave per calendar year to engage in volunteer/community service activities. Part time ben (e)66 ( b)5 (t timDm / Tc Ofw 15

The application will be reviewed by the employee's direct supervisor, to determine whether the employee's proposed absence will be reasonable for the office, department or school.

Human Resources will confirm that the employee is eligible to participate in the program. The employee's supervisor will notify the staff member of the outcome of the request.

#### Upon completion of the service

Following the volunteer/community service, the employee must submit to Human Resources the Completion of Volunteer/Community Service Form signed by the organization and the employee. In this form, the employee will describe with which core value(s) the volunteer work aligns.

#### Opportunities

The Human Resources Office will begin to maintain a list of local volunteer organizations for those who are searching for opportunities. Recommendations are welcome.

For questions please call 646-592-4568