

FT CARES FOUNDATION VOLUNTEER SERVICE DAY

All regular full-time salaried employees (except those on an unpaid Leave of Absence) will receive one FT Cares Volunteer Service Day per calendar year to participate in FT Cares Foundation designated service projects. Regular part-time salaried employees working 22.5 hours or more per week will receive pro-rated volunteer service hours based on the percentage of a full-time schedule worked. **No paid time off will be given for any other non-FT Cares Foundation volunteer service projects.**

Eligible employees should complete the Employee Time Off Request form or request to use the service day from their manager in advance of the FT Cares Foundation service project. Eligible employees are required to register for an FT Cares Foundation service project in advance of taking the FT Cares Foundation Volunteer Service Day.

Eligible employees should select the FT Cares Volunteer Day pay code via the electronic timekeeping system for the day in which the volunteer service was conducted. Eligible employees should enter the number of hours equivalent to the employee's normal workday on an employee's regularly scheduled workday. Employees who volunteer on a weekend may take either the preceding Friday or following Monday in which the service project occurs. Employees that volunteer on a weekend and are not normally scheduled to work either Monday or Friday may take the next regularly scheduled workday as the paid FT Cares Volunteer Day. The employee's manager will verify with FT Cares Foundation the employee participated in the service project on the day in which the FT Cares Volunteer Day is selected.

Employees are encouraged to use the FT Cares Volunteer Service Day each calendar year. The FT Cares Volunteer Service Day may be used for any FT Cares designated service project during January 1st-December 31st each calendar year. Eligible employees that have an unused FT Cares Volunteer Service Day at the end of the calendar year, will lose the service day and will not be paid out.