

FT Cares Foundation Volunteer Service Day

All regular full-time salaried employees will receive one Volunteer Service Day per calendar year. Regular part-time salaried employees working 22.5 hours or more per week are eligible for pro-rated volunteer service hours based on the percentage of a full-time schedule worked. The Volunteer Service Day may be taken in half-day or full day increments.

Employees must sign-up for a volunteer service project in advance in order to receive volunteer service project paid time off for participating. Volunteer Service Day Time Off should be requested by using the Employee Time Off Request form or informing your Manager by e-mail as soon as practical prior to the time requested. Volunteer Service Day Time Off requests are subject to approval by your Manager.

Employees participating in a Volunteer Service Day must enter their time in the timekeeping system using the designated Volunteer Service Day code. Upon verification by FT Cares Foundation that an employee attended a volunteer service project during the time recorded, such time will be approved as paid Volunteer Service Day time off.

If an employee participates in a volunteer service project that falls on a weekend or a day that the office is not open, the employee will receive the equivalent paid time off the following week or another designated time with Manager approval.

All regular full-time employees (except those on an unpaid Leave of Absence) will be paid at their regular rate of pay for the Volunteer Service Day. Regular part-time salaried employees working 22.5 hours or more per week are eligible for pro-rated paid Volunteer Service Day Paid Time Off hours based on the percentage of a full-time schedule worked.

A Volunteer Service Day is provided for the exclusive purpose of allowing employees to take time off to participate in FT Cares Foundation designated service projects. No paid time off will be given for any other non-FT Cares Foundation volunteer service projects.

Employees are encouraged to use their Volunteer Service Day each year. Please Note: no unused volunteer service time will be carried over to the next year. If you do not use your Volunteer Service Day, you will lose it.

Effective date: January 1, 2020