

Community Service Leave-Literacy, Tutoring and Mentoring

Contents:

- [Policy](#)
 - [Definitions](#)
 - [Covered Employees and Credits](#)
 - [Employee Option for Tutoring and Mentoring](#)
 - [Employee Option for Volunteering for the Literacy Program](#)
 - [Inter-Agency Transfer for Literacy, Tutoring and Mentoring](#)
 - [Not Cumulative](#)
 - [Separation](#)
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Policy

In recognition of the State's interests in supporting its students in compliance with The Excellent Public Schools Act of 2013, special provisions of the Community Service Leave policy (Section 5, pages 13-18) allow an alternate option in lieu of regular Community Service Leave (24 hours) for leave to be granted to:

- any employee to volunteer in a literacy program in a public school; or
 - any employee for tutoring and mentoring a student in a formal standardized approved tutoring/mentoring program in a public school or a non-public school.
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Definitions

Following are definitions of terms used in this policy:

Terms	Definition
School	An organization that is authorized to operate under the laws of the State of North Carolina and is: <ul style="list-style-type: none"> • an elementary school, • middle school, or • high school
Student	Individual who is enrolled and attends classes at a school authorized to operate in the State of North Carolina.
"At-Risk" Students	Students who, by virtue of their circumstances, are more likely than others to fail academically
Literacy Program	An education program recognized and supported by the North Carolina Department of Public Instruction to provide instruction in reading and writing

Community Service Leave-Literacy, Tutoring and Mentoring

Covered Employees and Credits

In lieu of the regular Community Service Leave (24 hours), an employee, with approval of the school and supervisor, may be eligible*** to choose one of the following leave options:

Type of Appointment	Literacy Program	Tutoring/Mentoring
Full-time - permanent, probationary, or time-limited	Up to 5 hours a month not to exceed 45 hours a calendar year.	One hour a week not to exceed 36 hours a calendar year.
Part-time (half time or more) – permanent, probationary, or time limited	Prorated –equal to percentage of full- time amount	Prorated –equal to percentage of full- time amount
Temporary, intermittent, or part-time (less than half-time)	None	None

*** *Some schools may require volunteers to pass a criminal background check prior to performing any volunteer work.*

If approved for this special provision, the annual amount of leave based on the option chosen will be accrued on January 1 of the calendar year, but the employee shall not exceed the monthly/weekly usage restriction. The employee's supervisor shall be responsible for ensuring the employee does not exceed the allowable hours per month/week.

Employee Option for Tutoring and Mentoring

In lieu of the twenty-four (24) hour leave award for regular Community Service and in lieu of volunteering for a Literacy Program, an employee may choose to volunteer to tutor/mentor in a public school or non-public school. Leave under this option shall be used exclusively for tutoring or mentoring an "at-risk" student in accordance with established standards rules and guidelines for such arrangements as determined and

Community Service Leave-Literacy, Tutoring and Mentoring

documented by joint agreement with the employee's agency and the public/non-public school.

The amount of community service leave for tutoring/mentoring is one (1) hour of leave for each week, up to a maximum of 36 hours, that schools are in session as documented by the elected board of the local education agency or the governing authority of any charter school or non-public school.

The one hour of leave each week shall be used for tutoring/mentoring an "at-risk" student determined eligible for the tutoring/mentoring program. Time spent in commuting to and from the school and time spent in orientation or volunteer training must be accounted for using other leave policies such as compensatory time or vacation leave.

Employee Option for Volunteering for the Literacy Program

In lieu of the twenty-four (24) hour leave award for Community Service and in lieu of volunteering for the tutoring/mentoring program, an employee may choose to volunteer in a literacy program in a public school for up to 5 hours each month not to exceed 45 hours in a calendar year. Leave under this option shall be used exclusively for assisting students in reading and/or writing skills in accordance with established standards rules and guidelines for such arrangements as determined and documented by joint agreement with the employee's agency and the public school.

The amount of community service leave for the literacy program is up to five hours of leave each month while schools are in session (not to exceed 45 hours a calendar year) as documented by the elected board of the local education agency.

The five hours of leave each month shall be used for assisting a student in reading and/or writing. Time spent in commuting to and from the school and time spent in orientation or volunteer training must be accounted for using other leave policies such as compensatory time or vacation leave.

Community Service Leave-Literacy, Tutoring and Mentoring

Inter-Agency Transfer for Literacy, Tutoring and Mentoring

If an employee transfers to another State agency, the employee should secure approval from the new supervisor to continue that option prior to the transfer.

Not Cumulative

Leave not taken by the end of the calendar year is forfeited; it shall not be carried into the next calendar year.

Separation

Employees shall not be paid for any such unused leave upon separation.
