## COMMUNITY SERVICE LEAVE
### SUMMARY OF REVISIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>3-01-2011</td>
<td>Deleted reference to blood and bone marrow donation since this is in the Other Management Approved Leave policy.</td>
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| 7-01-00  | **COMMUNITY SERVICE LEAVE POLICY** – New Policy  
April 13, 2000 Governor Hunt signed Executive Order 168. Effective July 1, 2000, until such time as permanent rules are approved, a blanket exception implemented, establishing the Community Service Leave Policy that incorporates the Community Involvement Leave, Child Involvement Leave and Volunteer Participation Leave Policies. The histories of these three policies are as follows: |
| 9-5-00   | Advisory Note added to clarify leave as it relates to religious activities |
| 9-22-00  | Correction to remove the word “public” when referring to schools eligible for using leave for mentoring/tutoring. |
| 12-19-01 | American Red Cross Disaster Service Leave revised to conform to changes in GS-166A-32:  
(1) Leave applies to disasters occurring within the United States rather than just North Carolina.  
(2) Omitted the word “certified” before “disaster service volunteer.” |
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<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>4-1-04</td>
<td>Add Advisory Note to allow agencies to approve community service leave for employees who live in states adjacent to North Carolina.</td>
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| 8-1-04 | (1) Deleted Advisory Note under Emergency Services since the temporary rule providing for wider use of leave for emergency management services has become a permanent rule.  
(2) Revised to incorporate leave with pay up to 30 days for organ donation. |
| 1-1-08 | Advisory Notes added for agencies using BEACON/HR Payroll System:  
(1) If an employee has holiday compensatory time, overtime compensatory time or on-call compensatory time, it shall be taken before sick leave.  
(2) Hours worked in excess of the employee’s established work schedule will be used to offset leave reported in the same workweek. Leave will be restored to the employee’s balance for later use.  
(3) Advisory Note added to clarify that service 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 |
| 4-1-09 | Deletes the Advisory Note about the leave hierarchy since this does not apply to Community Service Leave.                                |
| 11-1-09| Deleted the following provisions and incorporated them into Other Management Approved Leave:  
• Emergency Services  
• Blood, Bone Marrow and Organ Donorship  
• American Red Cross Disaster Service Volunteer |
| 3-1-10 | Added provisions for volunteering for certain activities in a public school or a community service organization. Requires 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. |
| 1-1-11 | Advisory Note about Leave Offsetting deleted and placed in General Leave Policies                                                      |
| 6-1-14 | Policy change required to comply with Senate Bill 402 (Session Law 2013-360) which required the State Human Resources Commission to establish policies and rules governing a leave program that allows employees to volunteer in a literacy program in a public school for up to five hours each month. Literacy Leave was added as special provisions to the regular CSL Policy. The existing tutoring/mentoring provision of the CSL policy was also moved to the special provisions section of CSL. In addition, changes to the regular CSL policy include:  
• Added a definition for community service and volunteer |
| 9/7/17 | • Clarified that 24 hours of CSL is per **calendar** year.  
• Clarified how to administer CSL for an employee who separates and is re-employed in the same calendar year.  
• Clarification on volunteer work related to fundraising events  
• Clarification on disaster relief service  
• Clarification on child involvement for college visitation and orientations  
• Clarification for volunteer training and administrative service and social events sponsored by organizations.  
• Clarification that CSL should be requested and approved for service being performed during regular scheduled hours of work. Include an exception for evening and night shift workers when volunteer service outside of normal work hours significantly impacts an employee’s normal sleep time.  
• Clarification that reasonable travel time may be included in approved time for CSL; however, the majority of the leave shall be used for direct volunteer service.  

The “agency policy” section was deleted. In addition, the option to allow make-up time for volunteer service in excess of 24 hours was removed.  

Policy revised to delete all references to trainee appointments, per appointment types and career status. |