



FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

GENERAL POLICY No. 617
SUBJECT: COMMUNITY SERVICE VOLUNTEER LEAVE

I. PURPOSE:

The Cooperative recognizes “Concern for Community” as a guiding principle of our Cooperative business model and works for the sustainable development of our communities. With that in mind, the Cooperative supports and encourages employee volunteerism, achieved through the involvement and participation in civic affairs, community organizations, charitable causes, and educational programs. Through service to our community, the Cooperative aims to fulfill our purpose to empower our members and improve the quality of life in our local service area.

II. POLICY:

It shall be the policy of the Cooperative to provide employees with up to 24 hours of paid community service volunteer leave (CSV) per calendar year to use during the workday in order to encourage community service volunteerism.

III. PROVISIONS:

The following procedures and conditions shall apply to the provisions of this policy.

- A. Employees may volunteer up to 24 hours of work time during a calendar year without a reduction in pay or use of vacation time. CSV leave may only be taken in two hour or more increments and no more than 8 hours in any pay period.
- B. The Department Head may approve volunteer leave with an employee’s advanced notice. Approval of requests for CSV leave will take into consideration the business needs of the Cooperative. Previously approved hours are subject to cancellation based on business needs.

- C. CSV leave requests that pose a threat of controversy (i.e. political, legal, religious) may be denied. This in no way limits an employee's ability to participate in any organization of their choosing while on personal or vacation time.
- D. Volunteer paid time off that is not used in a calendar year will not be carried forward to the following year.
- E. Employees will not receive payment for unused volunteer paid time off upon separation from the Cooperative.
- F. The community service must be non-paid by the organization.
- G. Paid leave is not granted for days that an employee is not scheduled to work.
- H. Participation is strictly voluntary and will have no impact on an employee's employment with the Cooperative.
- I. A written verification of community service from an official of the community service organization may be required.
- J. Because CSV leave constitutes "paid time off" used by employees for community service purposes, such time is not covered by Fall River Electric's workers' compensation insurance.
- K. The Cooperative reserves the right to assign employees to work at various community or Co-op sponsored events as part of their normal work duties. Such time will not be governed by the provisions of the CSV leave policy.

IV. RESPONSIBILITY:


- A. The CEO/General Manager has the responsibility to create, implement, review, and revise this program.
- B. Supervisors have the responsibility to approve, deny, and verify CSV leave subject to the provisions of the policy.
- C. The Payroll Accountant and HR Manager share responsibility for appropriate tracking of CSV leave used.

D. All employees are responsible for following the provisions of the CSV leave policy. They are also responsible for appropriate conduct while representing the Cooperative while on approved CSV leave.

V. **Primacy of Policy**

This policy supersedes any existing policy that may be in conflict with the provisions of this policy.

APPROVED BY THE CEO/GENERAL MANAGER



Bryan Case CEO/General Manager

DATE APPROVED: February 20, 2017

DATE REVISED: November 18, 2019

October 31, 2023