

## MISSION/COMMUNITY SERVICE LEAVE POLICY GUIDELINES AND INSTRUCTIONS

### POLICY GUIDELINES

- x Staff and administrators must regularly work in a full or parttime position of at least 20 hours per week (1040 hours per year).
- x Staff and administrators must have their supervisor's approval before taking Mission/Community Service Leave.
- x Community Service Leave may be taken for the following activities up to two (2) days per year, prorated for parttime employees and new employees)
  - o Discussions, days of reflection, or other activities focused on the University's mission that are sponsored or conducted by the University's office of campus ministry, center for community service and justice (CCSJ), or special assistant for mission.
  - o Mission/community service related activities or programs that are sponsored or conducted by the University's office of campus ministry, CCSJ, or special assistant for mission.
- x In addition to Community Service Leave, Mission Leave may be taken for one University sponsored spiritual retreat, immersion experience or pilgrimage, every five years (up to five (5) consecutive business days). The eligible leave amount is prorated for parttime employees and new employees. Employees must apply for participation in the retreat or experience to sponsoring Loyola office and be approved to participate. Individuals wishing to attend for a longer period of time for one trip, or participate more often, may do so with supervisor approval using accrued vacation leave or floating holiday time for the time off.
- x Employees are personally responsible for covering any program fees, travel, transportation and parking.

### EMPLOYEE INSTRUCTIONS

- x Complete the Mission/Community Service Leave Request Form and submit to your supervisor/chair
- x Administrators will record Mission Leave and Community Service Leave time off via the TimeClock Plus system. When entering a request, select the appropriate code for your request (9999990054 Community Service Leave or 9999990075 Mission Leave). Your supervisor will then be notified. You will see the appointment show on your calendar as pending until they have either approved or denied the appointment. You will receive an email notification.

- x Staff will record Mission Leave and/or Community Service Leave off on their timesheet in the TimeClock Plus system when they take the leave. wha11.13(c0.9(i)-i29(i)-JTJ 0.0L)8(i)t.9(i)-i29(i)-ees.