

Policy Title:	Applies to:	Reference #
Volunteer Day	Permanent City of Regina Employees	107-HR-15
Approved by:	Dates:	Total # of Pages
Executive Leadership Team	Effective:	01-Jan-2015
	Last Review:	01-Jan-2015
	Next Review:	01-Jan-2018
Authority:		
People and Organizational Culture		

1.0 Purpose

To provide permanent City of Regina employees one paid day per calendar year to participate in volunteer or charity work during work time.

2.0 Scope

City of Regina employees in a permanent position

3.0 Definitions

Eligible volunteer work is defined as providing free services to charitable organizations within the community.

Examples of registered charitable organizations that employees may choose to volunteer at include:

- Habitat for Humanity
- Regina Food Bank
- The United Way of Regina
- Souls Harbour Rescue Mission
- Aboriginal Family Services Centre
- Rainbow Youth Centre
- Canadian Cancer Society
- Heart and Stroke Foundation
- TD Friends of the Environment Foundation
- Humane Society

4.0 Policy

Permanent City of Regina employees are eligible to receive one (1) paid day off per calendar year to volunteer at a charitable organization during work time. Eligibility shall be determined based on employees' PDE performance ratings of Meets Expectations or

Exceeds Expectations. For work areas that have not yet implemented the PDE process, employee performance and eligibility will be determined by the Manager.

Approval is also based on operational capacity, and is subject to the Managers discretion. The Manager is able to direct and manage the applications as he/she sees fit.

One day off is equal to the shift an employee is regularly scheduled to work on a particular day. Employees are not eligible to receive overtime for participating in the Volunteer Day.

Employees are not required to use their Volunteer Day to attend events as part of their position.

5.0 Roles & Responsibilities

Employees:

- Submit a request for time off to their Manager
- Record the Volunteer Day on their time sheet

Managers:

- Based on employee performance and operational capacity, approve or deny time off request
- Arrange appropriate backfill coverage, if required

People and Organizational Culture:

- Develop and maintain this policy
- Compile and report, not less than annually, the participation rate, number of donated hours for each department, and the organization as a whole.

6.0 Related Forms

No forms are required.

7.0 Reference Material

There are no supporting documents.

8.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
01-Jan-2015	Initial Release.	Yes