

## 6.7 Mission/Community Service Leave

### 6.7.1 Purpose

The purpose of the policy is to provide paid leave for staff and administrators to participate voluntarily in University-sponsored community service experiences and mission-related retreats or reflection activities that occur during regularly scheduled workdays. Consistent with the vision of a Jesuit University, Loyola University Maryland encourages its employees to understand the University's mission, to live out its mission of leadership in the service of others, and to reflect on ways to serve the community. For additional information related to University-sponsored activities and programs, please contact the center for community service and justice (CCSJ) at ext. 2380 or the office of campus ministry at ext. 2222. For additional information related to requesting leave, please contact the benefits and wellness unit at ext. 1365.

### 6.7.2 Eligibility

In order to be eligible for Mission/Community Service Leave, employees must work in a full-time or part-time position of at least 20 hours per week (at least 1040 hours per benefit year). The eligible leave amount is prorated for part-time employees and new employees. Employees must have successfully completed the introductory provisional period prior to taking this leave. Employees must be in good standing, not on a written warning or on a suspension.

<b>Community Service Leave</b>	
<i>Days Allowed</i>	<i>Qualifying New Hire Start Date</i>
2	Before July 1, 2018
2	July through December
1	January through June
<i>*Pro-rated for part-time employees</i>	

<b>Mission Leave</b>	
<i>Days Allowed</i>	<i>Qualifying New Hire Start Date</i>
5	Before July 1, 2018
5	July 1, 2018-June 30, 2019
4	July 1, 2019-June 30, 2020
3	July 1, 2020-June 30, 2021
2	July 1, 2021-June 30, 2022
1	July 1, 2022-June 30, 2023
<i>*Pro-rated for part-time employees</i>	

### 6.7.3 Policy

#### University Sponsored Service Activities:

- I. Subject to prior supervisory approval, eligible employees may take paid Community Service Leave for up to two days per benefit year (from July 1 to June 30 each year) to participate in the following activities:
  - a. 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.
  - b. 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.

- II. Subject to prior supervisor approval, employees may take paid Mission Leave for up to five (5) consecutive business days for one University-sponsored spiritual retreat, immersion experience or pilgrimage, every five years. This is in addition to the leave outlined in section I. above. Time taken for this purpose will not be counted against the employee's vacation, personal leave or floating holiday time. Employees must apply for participation in the retreat or experience to the sponsoring Loyola department 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 the prior approval of their supervisor and may use accrued vacation, personal leave and/or floating holiday time for the additional time off.

Divisional days of service, as sponsored by the University and as communicated by the divisional vice president, will not count toward this benefit and payment for such days is at the discretion of the respective vice president.

Employees may choose to add their vacation time, personal leave and/or floating holiday time to the Mission/Community Service Leave Benefit or request leave without pay. All leave time is subject to approval, in advance, of the department supervisor or chair, taking into consideration business needs and department priorities.

Mission/Community Service Leave days do not carry over from one benefit year to the next. Employees are not entitled to extra compensation in lieu of unused Mission/Community Service Leave. Mission/Community Service Leave is not paid out at termination.

#### **6.7.4 Approval Process**

Mission/Community Service Leave requires written approval from the employee's supervisor or chair. The supervisor or chair will consult with the sponsoring department prior to approving the leave.

Employees are personally responsible for covering any program fees, travel, transportation and parking.