

## **MISSION/COMMUNITY SERVICE LEAVE POLICY GUIDELINES AND INSTRUCTIONS**

### **POLICY GUIDELINES**

- Staff and administrators must regularly work in a full-time or part-time position of at least 20 hours per week (1040 hours per year).
- Staff and administrators must have their supervisor's approval before taking Mission/Community Service Leave.
- Community Service Leave may be taken for the following activities (up to two (2) days per year, prorated for part-time employees and new employees):
  - 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.
  - 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.
- 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 part-time employees and new employees. Employees must apply for participation in the retreat or experience to the 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, personal leave or floating holiday time for the time off.
- Employees are personally responsible for covering any program fees, travel, transportation and parking.

### **EMPLOYEE INSTRUCTIONS**

- Complete the Mission/Community Service Leave Request Form and submit it to your supervisor/chair.
- Administrators will record Mission Leave and/or 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 9999990055-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 from your supervisor that will state whether the request was approved or denied.
- Staff will record Mission Leave and/or Community Service Leave time off using the dropdown menu in the TimeClock Plus system when entering time for a day in which you are using Mission/Community Service Leave. Supervisors will record Service Leave and/or Mission Leave in TimeClock Plus for staff employees who swipe a time clock.

### **SUPERVISOR INSTRUCTIONS**

- When you receive a completed Mission/Community Service Leave Request Form, review and approve (or deny) your employee's request. If the request is approved, send it to the sponsoring department. You will be notified by the sponsoring department if the request is denied.
- Administrators will record Mission Leave and/or Community Service Leave time off via the TimeClock Plus system. Approve (or deny) submitted requests.

- Staff will record Mission Leave and/or Community Service Leave time off on their timesheet in the TimeClock Plus system when they take the leave.

Mission/Community Service Leave paper request forms are being used until the PeopleAdmin self service module is fully operational. We anticipate online form routing will be available by early fall. Thank you for your cooperation with this process.

#### **QUESTIONS?**

- If you have questions related to University-sponsored activities and programs, please contact CCSJ at ext. 2380 or the office of campus ministry at ext. 2222.
- If you have questions related to requesting Mission/Community Service Leave, please contact the benefits and wellness unit at ext. 1365.