

AUM Community Service Leave Information

General Information

- Community Service Leave may be used retroactive to March 1, 2019 (March 3 for employees who are paid biweekly), and can be used until the end of this calendar year (Dec. 31).
- Only full-time employees are eligible to use Community Service Leave.
- Eligible employees can utilize up to 8 hours of paid Community Service Leave annually, and will not be required to use annual leave.
- Community Service Leave can be used at one time, or incrementally (no shorter than one-hour increments).
- It is not considered “time worked” and does not count toward the overtime calculation.
- If it is not used by Dec. 31, 2019, it will not be paid out, and will not be paid out upon termination.
- Unused hours do not roll over into next year.
- Community Service Leave cannot be used to participate in partisan political events, such as campaigning or political rallies, but could be used to volunteer as a poll worker at voting locations during an election.

Employee Information

- Full-time employees who wish to request Community Service Leave should do so in the time-off request section of Kronos (or on a paper leave request form, where relevant), just as they would request vacation or sick leave. As a reminder, Community Service Leave can be requested in one-hour increments, up to a maximum of eight hours annually.
- Community Service Leave must be approved in advance by the employee’s supervisor.
- Supervisors have the option of asking for documentation.

Supervisor Information

- Supervisors have the responsibility of determining whether to approve an employee’s request.
- Whenever possible, supervisors are encouraged to support their employees’ request, contingent upon the business needs of the functional unit.
- Supervisors should help ensure that the leave request meets the spirit and intent of the Community Service Leave benefit.

Timekeeper Information

- If a paper time off request is submitted by the employee, timekeepers should ensure that the correct code, “CSL,” is used on the request form (if used), and that all CSL taken is entered into Kronos.

For additional information, contact AUM Human Resources at HR@aum.edu or (334) 244-3641.