

- The time off must be used during regularly scheduled work hours and pre-approved by the employee's supervisor
- The hours worked are not subject to overtime rates
 - The hours are similar to other non-working hours (vacation, sick time, PTO) and do not count as hours worked for any purpose
- If the employee does not remain at the volunteer organization for the full amount of time scheduled, the employee will not be paid
- Hours not used in the calendar year do not carry over to the next calendar year
- The City reserves the right to revoke the program at any time for any reason

Procedure:

- Fill out time off request
- Obtain approval from your supervisor, with at least a ten working day notice prior to needing the time off to volunteer
- Use code 422 on the timesheet to track unpaid volunteer time
- Use code 423 on the timesheet to track paid volunteer time

Volunteer time off may not be used for organizations that discriminate based on creed, race, religion or sexual orientation, conduct political activities, promote violence or create a conflict of interest with the City of Manitowoc.

ARTICLE X

UNPAID LEAVE

Requests for unpaid leaves of absence for up to seven calendar days, for justifiable and necessary medical or personal reasons may be granted at the discretion of the Department Head. Requests for unpaid leaves of absence greater than seven calendar days must be submitted to the Personnel Committee for approval. Unpaid leave of absence will not exceed 30 calendar days without re-approval by the Personnel Committee. If at any point in time the employee is not expected to qualify for the duties of the position within a reasonable period of time, employment will be terminated. Unpaid leaves of absence granted for more than seven calendar days will cause the proration of benefits with credit for hours worked, if applicable, during such leave. All available leave must be exhausted before the use of unpaid leave.