

# Southern New Hampshire University

## VOLUNTEER TIME OFF (VTO) PROGRAM FAQ's

### What is VTO?

VTO, or volunteer time off, provides regular full time employees with the opportunity to dedicate up to 8 paid hours per calendar year of volunteer giving to a non-profit community organization.

### Where do I find eligible projects or organizations?

VTO is about you helping your communities wherever you choose. There is no approved list of non-profit organizations that you must choose from. If you are looking for ideas, you might try the [Volunteer Match page](#). SNHU may occasionally highlight and communicate opportunities for employees to use their VTO hours, but ultimately it is up to the employee to choose where they wish to use their VTO hours.

### Do my 8 hours accrue throughout the year or are they available as of January 1?

VTO hours are available as of January 1. All full time regular employees of Southern New Hampshire University who are actively employed as of January 1st of each calendar year are eligible for 8 hours of paid VTO. Employees hired after January 1<sup>st</sup> are eligible for 4 hours of paid VTO.

### How do I request and record my VTO time?

Request and record your VTO day in the same manner you do for PTO. In Workday, beginning January 1st, select the time off type as VTO (Volunteer Time Off). Please follow any departmental guidelines for requesting time off. VTO must be used on a day that you are normally scheduled to work

### Does VTO affect PTO accrual?

VTO does not affect your accrued PTO. VTO refreshes each calendar year.

### Is there paperwork to fill out?

Following your community service activity, you will receive an on-line survey action item in Workday. The purpose of this survey is to identify the volunteer organization and other information relevant to your service.

### Will SNHU pay for my lunch/gas/transportation and other incidentals for the volunteer day?

Expenses incurred during your VTO day are not reimbursed by Southern New Hampshire University.

### Is VTO affected by paid or unpaid leave?

Paid and unpaid leaves will not affect your VTO benefit. However, you may **not** use your VTO time while on leave.

### Will using my VTO time affect any other time-based benefits?

VTO will not count toward overtime calculations.

### What if I leave Southern New Hampshire University?

VTO is not reimbursable or paid out upon separation.

If I have additional questions who should I contact? Please contact [HR4U@snhu.edu](mailto:HR4U@snhu.edu).