VOLUNTEER TIME OFF (VTO) PROGRAM

Southern New Hampshire University recognizes the importance of serving the communities in which we live and work. The Volunteer Time Off program affords employees the opportunity to become involved in non-profit charitable organizations, lending their voluntary support to programs that positively impact the quality of life within communities.

ELIGIBILITY
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 1st are eligible for 4 hours of paid VTO.

PROCESS
Beginning January 1st, employees will request the volunteer time off in Workday utilizing the VTO code after discussing anticipated time off with their manager. VTO approval is at the discretion of the manager and is based upon the needs of the business. Although recommended that you utilize your VTO in full (8 hours), you may utilize your VTO in increments similar to PTO. Employees who participate in the VTO program will be required to complete an on-line survey following their volunteer time which will be sent to them by Human Resources. This survey will assist in the collection of data relative to your volunteer services.

DETAILS
VTO is utilized during the employee’s scheduled workweek to support a non-profit charitable organization. The pay rate will be the employee’s current base pay on the day the time is taken. Unless the program is amended, VTO time will be refreshed at the beginning of each calendar year, and does not accrue from year to year. Usage of this time or lack thereof does not affect other time off accruals such as PTO. Volunteer time is considered time not worked and therefore not counted towards overtime. Employees assume liability in the event of an injury/accident while donating time to a charitable organization. Please review the VTO program FAQ’s for additional details.

Examples of appropriate uses for VTO:
- Working with a United Way Agency
- Donating your time at a food bank
- Assisting with an organized effort of cleaning up the beach, highway or park
- Participating in Big Brother/Big Sister programs
- For more opportunities, please visit:  http://volunteernh.org/html/home.htm

Questions may be submitted to HR4U@snhu.edu.

Program Launch – 1/1/16