

## **SAINT JOSEPH'S UNIVERSITY**

### **MISSION/COMMUNITY SERVICE LEAVE**

**Purpose:** The purpose of this policy is to allow employees to participate voluntarily in University sponsored retreats/ reflections, community service experiences or approved mission-related service activities that occur during regularly scheduled workdays. Consistent with the vision of a Jesuit University, Saint Joseph's University encourages its employees to acquaint themselves with the University's mission, to live out its mission of leadership in the service of others, and to reflect on questions of value and meaning as well as to build community within the University.

**Eligibility:**

In order to be eligible for Mission/Community-Service Leave, employees must have completed their 90-day introductory period and work in a full-time position or a standard part-time position (minimum of 15 hours/week, 52 weeks/year).

**Scope of Mission/Community Service Leave:**

The University recognizes three types of voluntary activities under this leave policy:

1. University Sponsored or Endorsed Spiritual Retreats, Days of Reflection, or Pilgrimages- defined as retreats or trips sponsored, endorsed or conducted by the Office of Mission or the Office of Campus Ministry.
2. Mission/Community-Service Related Service Activities, defined as community service activities, programs or trips, sponsored, endorsed or conducted by the Office of Mission, the Office of Campus Ministry, or the Faith and Justice Institute.
3. This would include "Immersion Trips" sponsored by the Faith and Justice Institute and /or the Office of Mission.

**Mission/Community Service Leave Benefit:**

Eligible employees can take a maximum of three (3) working days per calendar year or up to nine (9) days in any rolling three-year period under this benefit. (Eligible leave amount is prorated for part-time employees.) Employees can also add their vacation time and/or floating holiday(s) to the Mission/Community Service Leave Benefit, or take time without pay, all subject to the approval of their manager

Additionally, subject to supervisor approval, employees may participate in one Immersion Trip every five years with the understanding that the time taken for the trip will be not be counted against the employee's Mission/Community Leave or against that employee's vacation or floating holiday time.

**Approval Process:**

Mission/Community Service Leave requires written approval from the employee's supervisor, the Office of Mission, and the Office of Human Resources. Mission/Community/Service Leave Request forms can be obtained in the Office of Human Resources or in the Office of Mission. All requests for Mission/Community Service Leave will be reviewed with careful consideration of both the needs of the department and the development of the employee.

This policy will be reviewed periodically to assess its impact on employees and the university.

February, 2006