



CITY OF FORT DODGE

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VOLUNTEER WORK

As an incentive to promote civic engagement personal holiday time may be provided to employees who volunteer for community service. The City of Fort Dodge recognizes the value of work that volunteers perform out of the goodness of their hearts for the betterment of the community. For the purposes of this policy, volunteering involves providing services outside of those normally performed in the course of an employee's regular job.

Once the volunteer time has been verified, employees shall be provided matching personal holiday time off, equivalent to the time spent volunteering, to use in the following calendar year. Employees may earn up to a maximum of two (2) workdays per calendar year, no more than sixteen (16) hours for full-time employees. The number of personal holiday hours a part-time regular employee may earn will be based on the number of hours they're normally and regularly scheduled to work on a daily basis, earning no more than two (2) days per year.

When an employee feels obligated to volunteer during regular work hours, the employee shall request time off through his or her supervisor at least two (2) days in advance. If business operations allow, the employee may be allowed time off and must use personal time (i.e., vacation, personal holiday, or comp) for the hours away from work.

Volunteer personal holiday time earned shall be used by the end of the calendar year following the volunteer service, with supervisor approval.

Description of volunteer work (including dates, hours & nature of work):

Employee Name (Printed)

Employee Signature

Name of person who can verify time

Signature of person above

Phone Number