

VOLUNTEER TIME OFF POLICY

Purpose/Goal:

Community is one of Roers' Core Values. The intention of this policy is to participate in giving back and supporting the communities in which we live and work and to allow the employees of Roers to share in that effort. At the same time, Roers recognizes that participating in these sorts of activities also enriches the lives of its employees.

Amount of Time:

For calendar year 2024, four (4) hours of VTO may be allowed for employees to donate time towards a 501(c)(3) charitable organization, in accordance with Roers' giving and volunteering guidelines. VTO can be taken in two (2) hour or four (4) hour increments. Roers sponsored VTO may not be used for organizations that discriminate based on race, ethnicity, creed, religion, or sexual orientation. Unused VTO will not be paid out at any time and will not carry over to the next calendar year.

Approval Process:

Employees must fill out the VTO Request Form and submit it to his/her manager at least one week before the requested time off. The manager will then get HR approval as well. Approval is at the discretion of the employee's manager and Human Resources and can be limited or denied depending upon workload demands and business needs.

Eligibility:

1. All full-time employees of Roers are eligible to participate in this program.
2. An employee will have been with the company six (6) months to be eligible.

Ineligibility:

An employee would be ineligible to participate in the program if the employee is on a Performance Improvement Plan or has received a written warning in the past 3 months.

Examples of appropriate uses for VTO:

- Building a house for Habitat for Humanity
- Donating your time at a food bank
- Participating in Big Brother/Big Sister programs
- United Way volunteer opportunities
- Ronald McDonald House
- Relay for Life
- Junior Achievement Teaching opportunities

The Company reserves the right to amend or terminate this program at any time without prior notice. The Company also reserves the right to revoke approval if it is felt that the employee is misusing the program.

This volunteer time would not be intended to be used for company-directed volunteer opportunities, but rather for opportunities chosen by each employee.

VTO Request form	
Employee Name:	
Work Phone:	
Email:	
Community Organization Name:	
Address:	
City/State/Zip:	
Phone:	
Website:	
Date(s) and time(s) of VTO requested (e.g. 7/26/08, 8AM-Noon):	
Total Number of hours requested:	

Description of Activity:

Employee Name _____ Signature _____ Date _____

Office Use:

Supervisor Approval

Signature _____ Date _____

Human Resources

Organization Approved Yes _____ No _____

Signature _____ Date _____

Payroll

Signature _____ Date paid out _____
(check date)

*VTO will be added to tracking spreadsheet after VTO has been paid.