NORTH CAROLINA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
MEAT AND POULTRY INSPECTION DIVISION
Raleigh, North Carolina

Steve Troxler, Commissioner

MPID NOTICE	**7-21**	**11-23-21**

INSTRUCTIONS FOR REQUESTING COMMUNITY SERVICE LEAVE

I. PURPOSE

This document provides instructions for employees who desire to take Community Service Leave.

II. REFERENCES

North Carolina OSHR State Human Resources Manual – Community Service Leave Policy Revised December 15, 2019

III. CANCELLATION

MPID Notice 5-08, dated 2-24-08

IV. PROCEDURE

The North Carolina State Personnel Manual defines Community Service as:

- Meeting with a teacher or administrator concerning the employee's child,
- Attending any function sponsored by the school in which the employee's child is participating This provision shall only be utilized in conjunction with non-athletic programs that are part of supplement to the school's academic or artistic program,
- Performing school-approved volunteer work approved by a teacher, school administrator, or program administrator,
- Performing a service for a community service organization,
- Performing volunteer service for public university* that is approved by a university administrator or other authorized university official,
- Performing volunteer service for community college that is approved by a community college administrator or other authorized community college official, or
- Performing volunteer service for a State agency* that is approved by the agency head or his/her designee.

*An individual shall not be considered a volunteer if the person is otherwise employed be a State agency or State university to perform the same type of service as those for which the person proposes to volunteer.

Notes:

(1) Service does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Service would include activities supported by religious organizations such as volunteering in soup kitchens, homeless shelters or other community activities.

(2) Service may include serving inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the service. Vacation leave rather than Community Service leave must be used if the employee is receiving pay for the "inside" poll work or if the employee is distributing brochures, transporting voters or other partisan campaigning outside of the polls.

(3) Service for a fundraising event is eligible for Community Service Leave if there is a bona-fide volunteer relationship and the fundraising event is directly sponsored and supported by an eligible community service organization. For example, playing in a golf tournament that is raising money for the American Cancer Society is not considered a volunteer activity that would be eligible for Community Service Leave; however, setting up tents, handling parking and registration, or serving at the food tent at the fundraising golf event would be considered a volunteer activity and would be eligible for community service leave. Volunteering at a fundraising event for an individual citizen or political party is not eligible for Community Service Leave.

(4) Disaster relief service must be performed through a recognized eligible disaster relief organization for example, the American Red Cross.

(5) The 'child involvement' provision of the policy is limited to child day care, elementary school, middle school or high school involvement. A parent cannot, for example, use community service leave for on-site visits to colleges for the purpose of selecting a college, or to attend college orientations or assist with moving the child in and out of the on-campus housing, or for attendance at college graduations.

(6) Community Service leave for volunteer service is meant to be used for actual service time. Time spent training to be a volunteer is not covered by Community Service Leave. Also, time spent in administrative duties such as attending organization meetings, electing officials, or attending social events sponsored by an organization shall not be covered by Community Service Leave.

Full time permanent and probationary employees are eligible for up to 24 hours of Community Service Leave in a calendar year. Leave not taken by the end of the calendar year is forfeited; it shall not be carried into the next calendar year.

Employees requesting Community Service Leave must receive prior approval from their supervisors to use this leave. Acceptable proof that leave is taken within the purpose of this policy is required before a supervisor can approve Community Service Leave.

The supervisor may require that the leave be taken at a time other than the one requested, based on the needs of the agency.

Dr. Karen Beck
State Director

DISTRIBUTION:	**SUBJECT CATEGORY:**
All MPID Personnel	Administration