



fingal volunteer centre employer supported volunteering policy

Statement of Policy

Fingal Volunteer Centre recognises its responsibility as member of the voluntary community to help strengthen and contribute to the community. Consequently, in addition to the professional services we offer, we also encourage our employees to lend their personal voluntary support to activities that enrich quality of life.

Procedures

The following guidelines are for Fingal Volunteer Centre employees who serve as volunteers in community activities that are of personal interest.

Volunteer Time

- Generally, Fingal Volunteer Centre employees will undertake their volunteering activities out of work hours.
- Employees will be supported in taking paid time off from work on an occasional basis to participate in specific events or campaigns.
- In a 12 month period, employees are entitled to 2 days for volunteering.
- Employees can apply to the Board for an extension.
- Time off for volunteering should not conflict with the peak work schedule, other work related responsibilities, or cause conflicts with other employees' schedules.

Eligibility

- All employees are eligible.
- Interested employees should meet with the Fingal Volunteer Centre Manager to discuss their volunteer choice and schedule.
- Their volunteer choice and schedule should be approved in advance by the Board of Fingal Volunteer Centre.
- A proof of volunteering, such as a letter signed by the organisation the employee volunteered for, should be presented to the Board of Fingal Volunteer Centre

Volunteer Activities

- Any volunteer activity that is of demonstrable benefit to the community will be considered as appropriate for the purpose of this policy as long as the activities do not conflict with the ethos and values of Fingal Volunteer Centre.
- The employee may be asked to complete an evaluation report of his/her volunteering experience