1. **Policy Purpose Statement**

The State of Delaware (State) encourages its employees to become involved in their communities, lending their voluntary support to organizations that positively impact the quality of life within these communities. This policy is developed to establish guidelines for employees who serve or would like to serve as volunteers with charitable organizations that have been approved to participate in that year’s State Employees’ Charitable Campaign (SECC).

2. **Scope**

The terms of this policy supersede any statewide or related Executive Branch Agency policy and procedure. This policy applies to eligible full-time and part-time employees of the Executive Branch agency. Elected Officials and Judiciary Members may elect to adopt and administer the policy at their offices and with their employees.

3. **Definitions and Acronyms**

- **Eligible employee** – A benefit-eligible\(^1\) full-time or part-time employee who has been employed with the state for at least six (6) months with a performance plan, who has no documented performance issues, or has received a Meets Expectations or above in their latest performance review. Employees covered under § 5903(17)a. of Title 29 are not eligible for this leave.

- **State Employees Charitable Campaign (SECC)** – An annual fundraising campaign reestablished by Governor Carney’s Executive Order #22.

- **SECC-Participating Charitable Organization** – Charities that have been approved to participate in the State Employees Charitable Campaign (SECC), a list which is posted on [https://secc.delaware.gov/state-employee-resources/](https://secc.delaware.gov/state-employee-resources/)

4. **Policy**

a. Eligible full-time employees may take 7.5 hours (for a 37.5-hour work schedule) or 8.0 hours (for a 40-hour work schedule) of Paid Volunteer Leave per calendar year to volunteer at an

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\(^1\) 19 DE Admin Code 2001. Employees who meet the definition of 1.1.1, 1.1.2, and 1.1.3.
SECC-participating charitable organization. The organization must be participating with SECC during the time the employee volunteers.

b. Eligible part-time employees may take Paid Volunteer Leave per calendar year at a pro-rated schedule to volunteer at an SECC-participating charitable organization if their regularly scheduled hours are 20 or more per week.

c. Eligible employees will be paid at their normal rate of pay for the volunteer hours taken.

d. Paid Volunteer Leave may be taken in increments of no less than one (1) hour a workday at agency discretion.

e. All full-time or part-time employees will be eligible to take Paid Volunteer Leave after six (6) months from the date of hire. The employee must have a Performance Plan or Meets Expectations or higher rating on their latest performance review or must have no documented performance issues.

f. The employee must provide reasonable notice to their supervisor and HR representative. Volunteer time will not conflict with an agency’s peak work schedule and other work-related responsibilities, create the need for overtime, or cause conflicts with other employees’ schedules.

g. Approval of Paid Volunteer Leave is at Agency Management’s discretion based upon the business and operational needs of the department.

h. The Paid Volunteer Leave shall only be used to volunteer at SECC-participating charitable organizations.

i. Paid Volunteer Leave is available at the beginning of each calendar year, cannot be accrued or carried over into the next calendar year. The leave may not be donated from one employee to another.

j. Unused Paid Volunteer Leave will not be paid out at the time of separation from employment with the State.

k. The use of Paid Volunteer Leave will not affect annual leave or sick leave accrual.

l. An agency may take disciplinary action, up to and including termination, against an employee who uses Paid Volunteer Leave for purposes other than those set forth in this policy.

5. Procedures

a. Eligible employees requesting Paid Volunteer Leave must complete the Paid Volunteer Leave Request form and submit the form to their supervisor for approval with reasonable advance notice of the proposed leave.
b. The decision to approve a request is within the discretion of the supervisor, based upon the business and operational needs of the department. If questions or concerns arise, agency HR can be consulted for additional guidance.

c. In the event that the leave requested conflicts with business needs, the supervisor may suggest alternate times that the employee may use Paid Volunteer Leave. Agency management has the discretion to revoke or cancel a previously approved Paid Volunteer Leave if a business or operational need arises.

d. After volunteering, the employee must provide verification of the volunteer service performed by obtaining the signature of a representative of the SECC-participating charitable organization on the Paid Volunteer Leave Request form and return it to their supervisor within five (5) business days after they have volunteered in order to be considered in compliance for approval of this paid time. The employee must document this time as part of their timekeeping responsibilities.

e. Failure to comply with the procedures listed in this section may result in a delay in the review of or denial of Paid Volunteer Leave request, and/or appropriate disciplinary action.

6. Exclusions or Exceptions

- Positions or employees that do not meet the eligibility criteria outlined in this policy.
- Employees may not use Paid Volunteer Leave to volunteer in charitable organizations that have not been approved to participate in the SECC.
- Employees covered under § 5903(17)a. of Title 29 are not eligible for this leave.

7. Dissemination And Training

- Employees are to acknowledge their review of this Policy within 30 days of receiving the request from the Delaware Learning Center.

8. Data Reporting

   N/A

9. Associated Policy/Regulations/Information

   - SECC Organizations for Paid Volunteer Leave
   - SECC Resources for State Employees

10. Appendices and Forms Associated with this Policy

   - Paid Volunteer Leave Request Form
11. Policy Owner

- Division Name: Division of Personnel (Talent) Management
- Policy Administrator: Director of Division of Personnel (Talent) Management
- Website: https://dhr.delaware.gov/personnel/employee/

This policy is not intended to create any individual right or cause of action not already existing and recognized under State or Federal law. If there is a conflict with, i.e., the law or regulation and this policy, the law and/or regulation govern.