

## **Current TOW policy:**

### **Volunteering – Current**

The council recognises that some employees wish for an opportunity to develop professional and personal skills whilst helping local people, the community or improving the environment. By encouraging voluntary activities, Denbighshire County Council demonstrates that they value their employees, local groups and community of Denbighshire.

It is expected that employee volunteering will normally take place in non-work time, which includes unpaid lunch breaks. However, there is management discretion should any time spent volunteering need to take place during the working day. Up to the equivalent of 5 days paid time off per calendar year can be allowed for training or attending meetings with the volunteering organisation. This is pro rata for part time employees.

For employees who are new to volunteering and for certain types of on-going projects, there may be a requirement for some initial training, 2 paid working days can be taken as time off for this one off volunteering activity in addition to the 5 days as set out above.

Where volunteers may need short periods of time off, leave can be taken in hours.

### **Amend to:**

#### **Volunteering**

The council recognises that some employees wish for an opportunity to develop professional and personal skills whilst helping local people, the community or improving the environment. By encouraging voluntary activities, Denbighshire County Council demonstrates that they value their employees, local groups and community of Denbighshire.

Employee volunteering activity will meet the following principles:

- The volunteering activity will:
  - Support the learning and development needs of the employee;
  - Support the sharing of skills, talents and creativity; and/or
  - Support the Council's corporate objectives.
- The volunteering activity will add value/benefit to the local community.
- The volunteering activity will be with a registered charity, recognised community/voluntary organisation, or will be in response to a local crisis or need for local emergency aid.

Employees are encouraged to use the Denbighshire Voluntary Services Council website which promotes volunteer opportunities within in communities across Denbighshire. For more information, visit: <https://denbighshire.volunteering-wales.net/vk/volunteers/index.htm>

It is expected that employee volunteering will normally take place in non-work time, which includes unpaid lunch breaks. However, there is management discretion should any time spent volunteering need to take place during the working day. Up to the equivalent of 5 days paid time off per calendar year can be allowed for training or attending meetings with the volunteering organisation. This is pro rata for part time employees.

For employees who are new to volunteering and for certain types of on-going projects, there may be a requirement for some initial training, 2 paid working days can be taken as time off

for this one off volunteering activity in addition to the 5 days as set out above. Where volunteers may need short periods of time off, leave can be taken in hours.

Requests for Volunteer Leave will be sent to the employee's manager prior to the Leave being taken. Managers should support this where possible and in line with business needs. Employees using Visiontime should submit their leave requests via this system.

Employees should inform their manager and HR if they are volunteering and with which organisation, in case there is a conflict of interest. This information will be stored on your HR file.