



Employee Volunteering Policy Template

Welcome to [Company Name]! We are excited to have you join our team and make a positive impact both within our organization and in the community. As part of our commitment to corporate social responsibility, we encourage and support employee volunteering.

Our employee volunteering policy allows employees to take time off work to participate in volunteer activities that align with our values and mission. Employees may use up to [number] hours of paid time off per year for volunteering purposes. To request time off for volunteering, employees must submit a request to their manager at least [number] days in advance.

Employees are responsible for finding volunteer opportunities and ensuring that the organization they volunteer with is a registered nonprofit or charity. We recommend using websites like [source] to find reputable volunteer opportunities in your area.

Upon returning from a volunteer activity, employees must submit a brief summary of their experience and the impact they made to their manager. This helps us track the collective impact of our employees' volunteer efforts.

We believe that giving back to the community not only benefits those in need but also enhances employee morale and engagement. Thank you for your commitment to making a difference through volunteering.

For more information on our employee volunteering policy, please refer to the employee handbook or contact the HR department.

[Company Name] is proud to support and empower our employees to give back to the community. Together, we can make a difference.

