

Volunteer Time Off (VTO) Policy

Allegheny College

Effective Date: July 1, 2025

Responsible Office: Human Resources

Policy Overview

Allegheny College recognizes the meaningful impact that staff can make in their communities. This Volunteer Time Off (VTO) policy provides eligible employees with paid time off to participate in volunteer activities with nonprofit and community-based organizations.

Purpose

The purpose of this policy is to encourage civic engagement and community involvement by offering eligible employees dedicated time to contribute to causes aligned with personal values and community needs.

Eligibility

To qualify for VTO:

- The employee must be classified as benefits-eligible staff.
- The employee must be currently employed by Allegheny College.
- VTO is available beginning the first day of the first month of employment.

Policy Details

- Eligible staff may use up to five (5) regularly scheduled workdays (equivalent to 40 hours) of VTO per fiscal year (July 1 – June 30).
- VTO must be used in minimum increments of four (4) hours.
- VTO hours do not roll over to the next fiscal year and must be used by June 30.
- VTO does not count toward overtime calculations.
- Unused VTO is not paid out upon separation from the College.
- VTO may only be used for non-work-related volunteer activities that are not affiliated with Allegheny College events.
- VTO cannot be used for political campaigns and/or politically-related activities.

Request & Approval Process

- It is recommended that staff submit a VTO request at least 15 days in advance after discussing with their supervisor.
- Supervisors are responsible for reviewing requests and approving or denying them based on departmental needs and policy alignment.
- The College reserves the right to request documentation verifying the nature of the volunteer activity and its alignment with policy.

Additional Criteria & Considerations

- Staff are encouraged to recommend organizations that align with Allegheny College's Strategic Pathway vision.
- The College retains the right to determine whether a proposed organization is consistent with its mission, vision, and values.
- Volunteer Time Off is intended for meaningful service activities with nonprofit or community-based organizations. It is not intended for personal errands or activities primarily benefiting the employee or their immediate family.