



**HR-31 VOLUNTEERING, WITH PAY, FOR
ATHLETIC, CULTURAL, OR FUND RAISING EVENTS POLICY
HUMAN RESOURCE SERVICES**

POLICY

The College recognizes the value and contribution made by the residents of Yukon toward the physical, social, cultural and spiritual aspects of life in the Territory.

When operational requirements permit, the College will grant a permanent or temporary employee time off with pay during scheduled work periods to participate in or act as an official in the following capacities as long as the employee is not being paid by the organizers for his/her participation:

- a member of a mission staff for a national or international event,
- a member of a cultural contingent for a national or international event,
- a referee, athlete or coach for a national or international amateur athletic event during the relevant portions of the event,
- Committee Chairs when Yukon is hosting a national or international event (maximum of 2 weeks before the opening and one week during the event),
- participating in the organization of or assisting with a College-sponsored fund raising or cultural event.

The employee will return to work immediately subsequent to his/her participation.

An employee on pre-retirement leave or unpaid leave of absence will not be granted paid time under this Policy.

BOARD GOVERNING POLICIES

This policy recognizes the Yukon College Board of Governors Policy on Executive Limitations, including:

“With respect to treatment of paid and volunteer staff, the President may not cause or allow conditions which are unfair or undignified. Accordingly she or he may not operate without written Human Resource procedures, which clarify rules for staff”



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GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

None

PROCEDURES

1. An employee requesting leave with pay in accordance with this Policy will submit a written request in advance of the event to Human Resource Services outlining the event, his/her involvement in the event, and the dates and hours he/she is requesting to be away from the workplace.

2. Human Resource Services will consult with the appropriate Dean/Director and will normally respond to such requests within ten working days of receipt.

AUTHORIZATION

Approved by the President _____ (signature)

On _____ (date)

B. FORMS

None