

Title:	Leave – Special Leave With Pay for Community Volunteering
Document No:	HR-Guide 172
Status:	Version 1.0
Date:	19 October 2007

Community Volunteering Principles

DPC recognises that participation by employees in community volunteering:

- can greatly assist the community at large;
- can greatly assist a community organisation;
- can help the volunteer balance their work, family and personal life; and
- can give the volunteer useful skills and knowledge.

Any volunteering work undertaken by employees must **not**:

- involve any payment in cash or kind for work performed;
- replace work ordinarily done by a paid worker;
- as a general rule, be undertaken solely for direct personal benefit (for instance, in the employees own home, with the employees family, or for the employees own organisation or business);
- place the volunteer within a conflict of interest situation;
- be work which does not have a community focus; or
- be primarily focused on promoting particular religious or political views.

For those DPC employees who undertake community volunteering, it is expected that they will always behave in a way that upholds the values of DPC and *The Code of Conduct for South Australian Public Sector Employees*.

Public liability and personal accident insurance

It is the volunteer's responsibility to ensure that the community organisation has adequate public liability and personal accident insurance. Adequate public liability insurance covers the volunteer against injury to another person and adequate personal accident insurance covers the volunteer against injury to themselves.

Special Leave With Pay

Volunteers may be granted up to two days Special Leave with Pay each calendar year. This is counted towards the maximum 15 days Special Leave with Pay provision per calendar year.

With other leave

Leave granted for community volunteering work may be taken in combination with approved recreation leave or long service leave (immediately prior or after a period of long service leave).

How to apply

Staff must provide managers with evidence from the community organisation that:

- they are a volunteer with the organization and the nature of the volunteer work undertaken; and
- the organization has public liability and personal accident insurance.

Applications for leave to undertake voluntary community based work should be made on the Application for Leave of Absence –HR10 form as Special Leave with Pay and should note the reason for leave (Community Volunteering).

Approving a community volunteering leave application

All delegates with HR Delegation **Level 4** and above can approve applications for Community Volunteering Leave (HR delegation 9.5). In considering an application for community volunteering leave, a delegate should ensure that issues listed in the Community Volunteering Principles above have been considered.

A delegate should only approve such leave after sighting written advice from the community organisation that the staff member is a registered volunteer with the organisation.

If a Delegate is uncertain about the possibility of a real or perceived conflict of interest, the delegate should discuss the circumstances with Human Resources.


A/ Chief Executive

21/12/2007