



Staff Volunteering Policy

Document Control Sheet

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This policy supersedes all previous issues.

1. Our Commitment

- 1.1. We are committed to encouraging our staff to get involved in volunteering to support community led initiatives or organisations that have a demand for volunteers.
- 1.2. All staff will receive one paid day per leave year to volunteer in the local community with organisations that support our Volunteering Aims (detailed below).
- 1.3. All volunteering requests will need to be approved prior to the volunteering taking place.

2. Volunteering Aims

- 2.1. We aim to support community led initiatives/organisations within the Ryedale District Council operating area.
- 2.2. We aim to support community led initiatives/organisations that have a demand for Volunteer Support.
- 2.3. We aim to support community led initiatives/organisations that align with the work we carry out at Ryedale District Council. With this in mind, all volunteering should take place with community led initiatives/organisations within the Ryedale District Council operating area.

3. Support for Staff who wish to Volunteer

- 3.1. All staff will receive one paid day per leave year to volunteer in the local community with organisations that support our volunteering aims. This can be done in one full day or split down into two half days.
- 3.2. Staff can volunteer individually, or as part of a group/team.

4. Choosing who to support.

- 4.1. When you have identified which initiative/organisation you wish to support by volunteering, you will need to get in touch with the named contact at the organisation and confirm that they have a demand for volunteer support and that you can meet their needs.
- 4.2. Once this had been confirmed you will need to identify a date/s for the volunteering to take place that is mutually agreeable, a date that the organisation requires your support and a date that is suitable for the

business and does not compromise levels of service.

5. Requesting Volunteer Leave

- 5.1. To make a request for volunteer leave you will need to complete the 'Volunteer Request Form', which can be found at Appendix A and submit to the head of your service area for approval.
- 5.2. Please bear in mind that the organisation you have chosen must support our volunteering aims as stated in Section 2 and the date of volunteering must be mutually agreeable to both the organisation you wish to support and the needs of the Council.

6. Approval of Volunteer Leave

- 6.1. When all of the above criteria have been met and your volunteer leave has been approved, you will be paid for the day you are volunteering in line with your normal rate of pay. You should submit leave through MyView as 'Other Paid Leave'.
- 6.2. In a situation where your volunteer leave request is not approved, you will be given feedback on the reason for this and you will have the opportunity to request volunteer leave again once the feedback has been actioned.
- 6.3. Should you have to cancel/rearrange your volunteer leave after it has been authorised you will need to inform the person who authorised your leave request form.

7. Volunteering as a Group/Team

- 7.1. The process for volunteering as a group or team is exactly the same as for an individual. All the above criteria have to be met. The only difference would be that the team/groups manager would need to complete the 'Volunteer Request Form' which should detail all the participants in the group or team. The form needs to be approved in the same way, which is detailed above.

8. Important Information

- 8.1. If you have any queries in relation to the information above, please discuss this with your direct line manager.

Volunteer Request Form

Employee Name		Date	
Name of the organisation you are volunteering with*			
Name of contact at organisation			
Contact details			
Nature of volunteer <i>Location, role title, activities, service users</i>			
Please note any potential conflicts of interest			
Time off required during working hours	Date(s)**		

Employee signature		Date	
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On signing the form you are confirming that the details are correct and you are making a commitment to undertake the voluntary work on the date(s) concerned.

**Please note, this should be a community led initiative/organisation within the Ryedale District Council operating area.*

***The exact date/hours of leave required should be requested and approved in the normal way via MyView*

For completion by the Manager

Application approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Manager's signature	Date	