



## **VOLUNTEER TIME OFF POLICY**

SCAN recognizes it is our responsibility as a corporate citizen and a community provider to help enrich the lives of the seniors in our community. In doing so, we encourage our employees to become involved in volunteer activities that support SCAN's pursuit of keeping seniors healthy and independent.

Beginning February 1, 2017, SCAN will adopt a Volunteer Time Off (VTO) policy. The following guidelines are for SCAN employees who serve as volunteers in approved programs that benefit seniors in the community.

Approved activities are those programs offered through the Volunteer Action for Aging (VAA) at Independence At Home (IAH).

### **Eligibility:**

All regular full-time employees of SCAN are eligible to participate in this program; there is no minimum service requirement for participation.

Volunteer time should not conflict with peak work schedules, create a need for overtime or cause conflicts with other employees' schedules.

The employee must be in good standing and not on a corrective action.

### **Volunteer Time Off Benefit:**

Eligible employees will be **paid for up to four (4) hours per calendar year** toward an approved volunteer opportunity through VAA. VTO will only be paid if the employee volunteers during their regularly scheduled work time and does not include any time an employee is asked to participate based upon their expertise/skill. VTO will be considered paid time off and will be paid at the employee's current rate of pay on the day the time is taken.

VTO time is refreshed at the beginning of each calendar year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time or lack thereof does not affect PTO, Grandfathered Sick, or Healthy Family sick leave usage. VTO does not rollover from year to year and this time is not paid-out if the employee chooses not to use it.

### **Program Basics:**

Employees can choose a VAA activity of their choice.

Program basics include:

- Eligible events are those offered during SCAN's standard work hours and are coordinated through VAA
- Requires advance registration and approval to attend an event from the employee's manager and VAA registration is first come, first serve; all registrants will receive confirmation of their registration status and event information upon approval
- Employees must provide a 72 hour notice if they are unable to participate in an approved volunteering event

Weekend, after hour, Thanksgiving and friendly visitor program activities are not eligible for VTO but are highly encouraged for personal enrichment.

**Approval Process:**

1. Employees should search for and sign up for events through VAA's electronic scheduling portal at: <https://scan.samaritan.com/custom/501/> or they can access the site from the IAH home page under "Volunteer with VAA".
2. The employee must complete a Volunteer Application form and submit it to his/her manager for approval. It is recommended that employees submit the form at least two (2) weeks prior to the event to ensure that space is still available.
3. The completed form must be submitted electronically to VAA for verification and final approval at [VAA@scanhealthplan.com](mailto:VAA@scanhealthplan.com).
4. Approval is at the discretion of the employee's manager and VAA.
5. Once approved, the employee should request VTO on Employee Central and provide his/her manager with a copy of their certificate of completion.

**Approved Programs:**

Approved activities, programs or events are those sponsored through Volunteer Action for Aging (VAA) at Independence at Home (IAH).

**The Day of the Event:**

Employees are expected to wear their SCAN ID badge during the event. They must also be on-time and sign-in and out to receive credit.

Transportation to and from the event is the responsibility of the employee. Travel time should be factored into the (4) four hours of VTO allowed under the Program.

Mileage will be reimbursed in accordance to the company's mileage reimbursement policy.

The Company reserves the right to amend or terminate this program at any time without prior notice. The Company also reserves the right to discipline and/or revoke approval if it is felt that the employee is misusing the benefit.



## Volunteer Application

**Approval Process:**

- 1) Search for and sign up for events through VAA's electronic scheduling portal. The site can be accessed from the IAH home page under "Volunteer with VAA".
- 2) Complete a Volunteer Application form and submit it to your manager; at least two (2) weeks prior to the event to ensure that space is still available.
- 3) The completed form must be submitted electronically to VAA for verification and final approval at [VAA@scanhealthplan.com](mailto:VAA@scanhealthplan.com).
- 4) Approval is at the discretion of the employee's manager and VAA.
- 5) Once approved, the employee should request Volunteer Time Off (VTO) on Employee Central and provide their manager with a copy of their certificate of completion.

Section 1 - Employee to Complete			
<b>Employee Name:</b>		<b>Employee ID#:</b>	
<b>Department:</b>		<b>Work Phone:</b>	
<b>Manager/Supervisor:</b>		<b>Work Email:</b>	
<b>VAA Volunteer Activity:</b>			
<b>Date of Activity:</b>		<b>Activity Start Time:</b>	
<b>Location:</b>		<b>Activity End Time:</b>	
I understand that Volunteer Action for Aging (VAA) at Independence At Home (IAH) and my manager must approve my participation prior to my participation.			
<b>Employee Signature:</b>		<b>Date Signed:</b>	
<b>Manager Approval</b>			
<b>Manager Name:</b>		<b>Phone:</b>	
<b>Manager Signature:</b>		<b>Date Signed:</b>	

Send to [VAA@scanhealthplan.com](mailto:VAA@scanhealthplan.com) for final approval.

Section 2 - VAA to Complete			
<b>VAA Volunteer Activity:</b>			
Application Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If denied, reason:			
Employee Notified:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>IAH Approval Signature:</b>		<b>Date Signed:</b>	