Corporate Volunteer
Policy Template

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Employee volunteer programs promote camaraderie; help build a strong corporate brand and give employees an opportunity to support causes they believe in.

93%

of employees who volunteer through their company report being happy with their employer.

54%

of those who are proud of their company's contributions to society are more engaged at work.

There's almost no wrong way to get employees involved in giving back locally, globally and even virtually. But, there are a few potential issues to watch out for, which a policy could help mitigate. To help you get started, we've provided a Corporate Volunteer Policy that you can customize to meet your organization's needs.

CORPORATE VOLUNTEER POLICY

[Company Name] is committed to serving the communities in which we live and work. One of the ways we do this is through encouraging employees to volunteer. This Corporate Volunteer Program Policy provides participation guidelines for all [Company Name] employees.

Volunteer Time Off (VTO)

Employees can take up to [XX] hours of paid time off each month to volunteer for an approved 501(c)(3) nonprofit organization.

Volunteer Time Off (VTO) must be approved by an employee's manager in advance and should not interfere with work responsibilities or obligations.

Volunteer Program Eligibility

All part-time and full-time employees are eligible to participate.

Employees who wish to participate must be in good standing and not currently on a performance improvement plan.

Employees who wish to participate must confirm VTO hours with their manager.

Registration & Approval Process

Employees must register through [insert registration method] after receiving manager approval to ensure hours will be tracked.

Requests will be validated to ensure volunteer opportunities are completed with 501(c)(3) non-profit community programs.

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Paycor Builds HR Software for Leaders

Our Human Capital Management (HCM) platform modernizes every aspect of people management, from the way you recruit, onboard and develop people, to the way you pay and retain them. But, what really sets us apart is our focus on business leaders. For 30 years, we've been listening to and partnering with leaders, so we know what you need: HR technology that saves time, powerful analytics that provide actionable insights and a Personalized Support Model. That's why more than 40,000 organizations nationwide trust Paycor to help them solve problems and achieve their goals.

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