

## HUMANITARIAN RELIEF POLICY

To further encourage our faculty and staff to serve generously, the following policy has been developed to support humanitarian relief service opportunities. As faculty and staff consider requesting leave time for these opportunities, we need to balance relief efforts with a sensitivity to taking care of the ongoing business of Alma College to educate and serve our students. To help facilitate the consideration and potential approval of these requests, applicants are encouraged to identify ways their position can be covered in their absence. Additional provisions of this policy are the following:

- This policy will apply to any employee currently eligible for vacation leave time, with pro-ration for part-time employees.
- The college will match employee use of vacation or personal time by providing up to five paid days for humanitarian relief efforts.
- The college will allow borrowing up to five days from the next fiscal year's vacation time.
- Application forms for additional College time described above are available in the Human Resources Office or through their web site. Each application will be considered on a case-by-case basis and will require approval of the supervisor and the respective sector vice president.
- Approved relief effort leave must be part of an organized and/or recognized relief effort, with preference given to Alma College programs.
- Time card reporting of these extra relief hours up to 40 hours should be reported as "Other-Humanitarian Relief".

The hope and goal is that these points of flexibility of the Alma College leave policy will be empowering to facilitate broader participation in humanitarian relief efforts.

