

## **Volunteer Organizations**

The same talents and knowledge that make you a valuable HACM employee may make you a valuable member of volunteer organizations. Such organizations include professional and trade organizations, not-for-profit organizations, educational organizations, religious organizations and boards, committees and commissions sponsored by government agencies. HACM employees are encouraged to join such organizations as long as their participation does not violate HACM conflict of interest and ethics standards.

All full-time and part-time employees may be allowed up to eight hours of paid time off from regularly scheduled work hours each calendar year to perform such volunteer services, subject to the discretion of their immediate supervisor. Approval will be based on whether reasonable advance notice was provided, the business and operational needs of the organization, as well as the employee's disciplinary and attendance records. Employees will be expected to provide verification of the volunteer service hours to be eligible for the paid time off pursuant to this policy.

Any unused paid volunteer time is not paid out to the employee and does not carry over to the following calendar year.