

Supervisor Guide to Community Service Leave (CSL)

The Center for Community Engagement and Service Learning coordinates and communicates service opportunities to staff and faculty that are eligible for CSL

Quick Facts for Supervisors:

- Supervisors need to approve all employee use of CSL and may validate the hours of the service completed. If you are unsure if a CSL request should be approved, please reach out to our office!
- Leave shall only be requested and approved for community service that ENTIRELY occurs during**

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Examples of CSL to Approve

Non-Profit and Human Services Organization Volunteerism

A person going to the Tuck River Cleanup with an environmental non profit on a Monday from 1pm 5pm

Child Involvement or Tutoring School* Volunteerism

A parent meeting with their child s teacher to review their end of year work on a Tuesday from 4pm 5pm

Examples of CSL to Deny

Non-Profit and Human Services Organization Volunteerism

A person assisting with an event at their church on a Sunday from 1pm 3pm

Child Involvement or Tutoring School* Volunteerism

A parent taking their child to a doctor s appointment on Wednesday from 8am 11am

* School is defined as any public or private elementary, middle, high school, or licensed childcare program.