

Policy: Mission Leave	Policy Number: I-4.6
Policy Owner(s): Human Resources	Original Date: 5/1/2013
Last Revised Date: 10/30/2019; 08/08/2023	Approved Date: 08/08/2023

- I. **POLICY:** The University encourages its employees to live out service to others and to reflect on questions of value and meaning. This policy is designed to support the objectives of increasing voluntary community service and encouraging reflection as an integral part of our outreach and service activities.
- II. **PURPOSE:** The purpose of the Mission Leave policy is to allow staff to voluntarily participate, with pay, in University sponsored spiritual retreats, and approved mission or community service related activities that occur during regularly scheduled work hours. Mission Leave is intended to promote collaboration and a mutual understanding of mission among the John Carroll University community as we strive to be men and women for and with others.
- III. **SCOPE:** All John Carroll University employees.
- IV. **GUIDELINES:**
 - a. **Types of Mission Leave:** The University makes available several types of paid and unpaid leaves. To the extent provided for by administrative policies, laws, and rules, the following leaves are covered under the following Mission Leave related activities:
 - i. **Retreat/Reflection:** any retreat or reflection activity approved by the Vice President for Mission and Identity or the Director of Center for Service-Learning and Social Action (CSSA).
 - ii. **Mission-related service activity:** includes service projects or programs that are sponsored by a University department or group. The Vice President for Mission and Identity or the Director of the CSSA are responsible for determining activities eligible for Mission Leave.
 - iii. **Immersion Trips:** employees are permitted to participate in University approved and sponsored immersion trips when space is available. These trips are generally a week or more in length and may require the employee to utilize vacation leave to supplement available Mission Leave. Participation is

limited to no more than two immersion trips every three years, unless it is required as part of the employee's current job requirements.

1. If the volunteering employee is taking on a role of responsibility for the trip, such as chaperone, leader, supervisor, coach, etc., then the employee will be paid for his/her time without using Mission Leave, vacation, or other paid time off accrual.
2. If the employee is accompanying the trip with no assigned role, then the employee may use any paid time off accrual, other than sick, and including Mission Leave time for pay purposes.

b. Limits of Mission Leave: Regarding use and limits of Mission Leave, employees are entitled to the following:

- i. Full time employees are eligible for up to three days of Mission Leave (paid release time) for participating in approved University sponsored Mission and service related activities during regularly scheduled work hours.
- ii. Part time employees are eligible for pro-rated Mission Leave for participating in approved University sponsored Mission and service related activities during regularly scheduled work hours.
- iii. Mission Leave may be used in increments of 1 or more hours.
- iv. Unused Mission Leave does not accumulate from year to year.
- v. Unused Mission Leave time is not paid out if an employee separates from the University.
- vi. Mission Leave hours must be recorded on either staff time sheets or exempt leave reports.
- vii. The approval of Mission Leave is not guaranteed and should not cause overtime work to be performed. See attached schedule for Mission leave paid time off allowances.

c. Approval Process: Employees must request approval for Mission Leave in writing to their supervisor with specific information on the activity/event and their role/participation in it, and the amount of time requested. The needs of the department as well as the opportunity for the employee will be considered in the approval process. Factors such as office coverage, minimum staffing levels, vacations, sick leave, unplanned absences, special projects, and peak workloads will be considered. Final decisions will be made by

the Vice President of the respective division.

I. CROSS REFERENCES:

Hours Worked and Overtime Policy

II. ATTACHMENT:

[Mission Leave Schedule](#)