

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:

- Employees need prior approval from their supervisor to take CSL and may require validation of the service completed.
- Volunteer opportunities shared by the CCESL office have been vetted to qualify for CSL.
- **Leave shall only be requested and approved for community service that occurs during the employee's regularly scheduled hours of work.**
- Click the following link to learn more about [WCU Community Service Leave Policy 76](#).

Examples of Approved CSL

Non-Profit Organization Volunteerism

Employees may volunteer their time in non-profit, non-partisan community organizations which are designated as 501(c)(3) agencies under the Internal Revenue Code.

Ex. A person volunteering at a food pantry or thrift store.

Human Services Organization Volunteerism

Employees may volunteer their time in human services organizations licensed or accredited to serve citizens with special needs including children, youth, and the elderly.

Ex. A person volunteering at a Senior Center.

Tutoring and Mentoring School* Volunteerism

Employees may elect to receive one hour of volunteer leave for each week that public schools are in session exclusively for tutoring or mentoring a student.

NOTE: This use of CSL is a specific program in local schools that have pre-established arrangements with the University.

Child Involvement School* Volunteerism

A parent may use CSL leave to meet with a teacher or administrator concerning the parent's child OR educational or academic function sponsored by the school in which the child is participating.

Ex. A parent chaperoning a child's field trip.

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

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