

Amendment to Personnel Policies Manual

Chapter 3.1.2 G Leaves of Absence with Pay

Volunteering

School Volunteer/Mentoring Program:

In accordance with G.L. c. 29, §31E and the Mentoring Program for State Employees, all eligible employees shall be granted leave of absence with pay in order to provide volunteer or mentoring services in a Massachusetts Public School or in an authorized Mentoring Program during working hours.

Employees must submit a School Volunteer/Mentoring Program Request Form. For details regarding this Program, refer to <http://www.massmentors.org>.

Community Engagement Program

Community Engagement is a means by which CPCS employees can build relationships and trust with community stakeholders, (e.g., social service non-profits, religious groups, courts, schools, government, health care providers and employers) to improve case and life outcomes for clients and to strengthen families and communities. In accordance with G.L. c. 211D, Section 4, all eligible employees shall be granted leave of absence with pay to provide community engagement services during working hours.

Employees must submit to their supervisor a Community Engagement Program Request Form to be considered for participation in this program. For further details on the scope and eligibility, refer to the Human Resources guidelines on this program.

No leave for either the School Volunteer/Mentoring Program or the Community Engagement Program shall exceed seven (7) hours per month and shall be granted based upon a schedule approved by an employee's supervisor.