

Why Volunteer?

- Learn or develop a new skill
- Be part of your community
- Motivation and sense of achievement
- Boost your career options
- New interests and hobbies
- New experiences
- Meet new people

“Everybody can be great because everybody can serve.”

Martin Luther King, Jr.

Volunteers

In

Place

A Leave Program for
Employees of



What is VIP?

VIP is the Volunteers in Place Program at Metro West Housing Solutions. The program allows employees up to 16 hours per year to volunteer with a local organization or school of their choice. The program is open to all regular employees of Metro West Housing Solutions.

Why does MWHS support VIP?

The program upholds our value of supporting our community and employees in his or her passions.

The program encourages MWHS staff to get involved in their local community and represent our organization in a positive manner in the community.

It allows employees to strengthen their skills by taking on projects outside their normal workload—learning by giving back.

How do I Sign Up?

To be eligible for the leave program, you must:

- Be a regular employee for at least 6-months with Metro West Housing Solutions.
- Be performing at a level to merit such leave.
- Have the permission of Human Resources on the VIP Leave Authorization Form. The form can be found on our internal web site and click on the General Documents tab.
- Once Human Resources has approved your leave activity the form will be sent to your supervisor. The supervisor must approve your participation and your leave time. Record VIP time as regular time on your timecard.



Question & Answers

How much leave time am I allowed?
You may be granted up to 16 hours per year of administrative leave to volunteer in an organization(s) of your choice. These hours can be used in 1-8 hour increments, with a maximum usage of 8 hours per week. The leave does not accumulate year-to-year.

Does the leave cover travel time?
The leave only covers time spent volunteering. Employees must find ways to cover their own travel time.

During the workweek when I volunteer, what if my VIP time and my work time equals more than 40 hours?
First the employee has to be eligible for over-time. Paid administrative leave time occurring during the work week is counted as work time in determining eligibility for overtime in that work week. As always, overtime must be pre-approved by your supervisor.

Where Can I Volunteer?

You can volunteer at places like your children's school, a food bank or distribution site, with the Adopt-a-Street activity, a local non-profit, etc. The agency encourages volunteer activities in the Lakewood community.