



DEPARTMENT OF HUMAN RESOURCES
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September 13, 2019

TO: UMBC Campus Community

FROM: Valerie A. Thomas, CHRO *VAT*

RE: "Day to Serve" Campaign

University System of Maryland (USM) Chancellor Robert L. Caret announced on September 11, 2019, that USM institutions may participate in the state's "Day to Serve" campaign. The "Day to Serve" campaign offers state employees an opportunity to offer their time and talents through community service. The campaign established by Md. Governor Larry Hogan, proclaimed **September 11 through October 10** as "Day to Serve" month in Maryland encouraging citizens to choose a day to participate in a volunteer activity.

To encourage participation, leave eligible employees (regular and Contingent II) can be granted up to **four (4) hours** of paid leave (leave coded as **CSL-Community Service Leave**) to take part in a volunteer activity of their choice with a registered **501(c)3 nonprofit**. Employees looking for volunteer opportunities can check the "Day to Serve" event map (<http://www.daytoserve.org/map>) - a site that will be continually updated with new service opportunities.

Below are the guidelines that employees must follow for participation in the program.

- Employee must be a contingent II or regular faculty, exempt or non-exempt employee.
- Employee must receive prior approval for community service leave usage from the appropriate supervisor or department head. The leave should not impede the service of the granting department.
- Employee must record the CSL code on the timekeeping record.
- Employee must provide services through an accredited 501(c)(3) organization.
- Employee must complete and submit the required Community Service Employee Agreement and Verification of Volunteer Service Form to the supervisor (form may be retrieved via <https://hr.umbc.edu/forms/leave-forms/>). Failure to provide the required supporting documentation may result in the employee being charged accrued personal or annual leave.
- Employee must maintain the necessary hours to fulfill the work schedule for the pay period (full-time employees are expected to fulfill 80 hours in a pay period).

Community Service Leave (CSL) will:

- not be granted for days that the employee is not scheduled to work;
- be pro-rated for part-time employees;
- not be extend beyond October 10, 2019; and
- not be processed for leave payout.

Questions regarding the "Day to Serve" campaign should be directed to Sherrell McNamara at mcnamara@umbc.edu or ext. 5-3646.