

## **Mission/Community Service Leave**

### **Preamble**

To provide opportunity for employees to better connect with the mission of the University, we have established this Mission/Community Service Leave policy.

### **Purpose**

The purpose of this policy is to allow employees (staff, administrators and faculty) to participate voluntarily in University sponsored retreats/reflections, community service experiences or approved mission-related service activities that occur during regularly scheduled workdays. Consistent with the values of Jesuit and Mercy universities, the University of Detroit Mercy encourages its employees to acquaint themselves with the University's mission, to live out its mission of leadership in the service of others, and to reflect on questions of value and meaning as well as to build community within the University.

### **Eligibility**

In order to be eligible for Mission/Community-Service Leave, employees must work in a full-time, modified full-time or part time position that is designated by the Office of Human Resources as working at least 20 hours per week or 1040 hours per fiscal year. They must also have completed their introductory period.

### **Scope of Mission/Community Service Leave**

The University recognizes three types of voluntary activities under this leave policy:

1. University Sponsored or Endorsed Spiritual Retreats, Days of Reflection, Pilgrimages, or discussions focused on the University's Mission - defined as retreats, trips or activities sponsored, endorsed or conducted by the Office of Mission and Identity or the Office of University Ministry.
2. Mission/Community Service Related Service Activities - defined as community service activities, programs or trips, sponsored, endorsed or conducted by the Office of Mission and Identity, the Office of University Ministry, or the Institute for Leadership and Service.
3. Other forms of community service or mission activities that involve:
  - a. acts of service that help others in an immediately personal way and that make a tangible difference in the daily struggle for justice, dignity or human rights;
  - b. acts of service that provide humanitarian aid or relief in situations of community crisis or human tragedy, or are directly related to service to the economically poor, the disabled, the disadvantaged or the socially oppressed members of society; or
  - c. acts which involve work with formulation of social policy to transform conditions of social oppression.

### **Mission/Community Service Leave Benefit**

Eligible staff and administrators can take a maximum of three (3) working days per fiscal year under this benefit with pay. (Eligible leave amount is prorated for part-time and modified full time employees.) Employees can also add their

vacation time and/or personal business time to the Mission/Community Service Leave Benefit, or take time without pay, all subject to the approval of their supervisor.

Faculty are also invited to participate in Mission/Community Service activities, but because scheduled classes cannot be easily rescheduled, we ask that faculty schedule these activities on days when they are not teaching or that they arrange, with the approval of their department chair, academically appropriate coverage of the classes that are missed for these purposes. Up to three teaching days per academic year should be used for these purposes.

Additionally, subject to supervisor approval, employees may participate in one Immersion Trip every five years with the understanding that the time taken for the trip will not be counted against the employee's Mission/Community Leave or against that employee's vacation or personal business time.

Similarly, faculty are invited to participate in such trips either when they are not teaching or if they arrange, with the approval of the department chair, academically appropriate coverage of their classes that are missed for these purposes. Normally, no more than three teaching days per academic year should be used for these purposes.

### **Approval Process**

Staff and administrator Mission/Community Service Leave requires written approval from the employee's supervisor and the Office of Human Resources. The Office of Human Resources will consult with the Office of Mission and Identity prior to approval. Faculty Mission/Community Service Leave requires written approval from the faculty member's departmental chair and the appropriate dean.

Mission/Community/Service Leave Request forms can be obtained in the Office of Human Resources or online at:

[Mission/Community Service Leave Form](#)

**All requests for Mission/Community Service Leave will be reviewed with careful consideration of both the needs of the department and the development of the employee.**