

Paid Time Off to Volunteer Policy

Use 'Volunteer Day' to help your community.

We're committed to making the communities we serve a better place because of our presence. We encourage employee volunteerism by providing regular opportunities for involvement and paid time off for eligible employees. We call this time "Volunteer Day."

Eligibility

You're eligible for Volunteer Day if you're:

- Exempt/Non-exempt level employee
- Located in the United States
- An active employee and regularly scheduled to work 20 or more hours per week (employees who are on leave, temporary employees are not considered eligible for purposes of this policy)
- In 'good standing,' which means you aren't subject to any performance or disciplinary action at the time of your time-off request.

Amount of Volunteer Time

If you're an eligible full-time employee, you may take eight hours of paid time off each year to volunteer. If you're an eligible regular part-time employee, you may take four hours of paid time off each year to volunteer. Volunteer time may be taken in four-hour increments. Volunteer time is paid at your regular rate of pay.

Qualifying Organizations and Activities

Organizations for which you volunteer generally must be located in the United States and serve a market where ECM conducts business and be a 501(c)(3) nonprofit entity.

If an organization isn't a traditional 501(c)(3) entity, it may qualify if it fits the spirit and intent of our Volunteer Day Policy. Examples include:

- Nonprofit civic agencies such as a nonprofit fire department or community library
- Public or private schools
- Municipal entities or community-related volunteer activities
- Charitable programs coordinated through religious organizations, such as free meals programs, emergency housing assistance, or disaster-relief efforts
- In certain circumstances (e.g., catastrophic events such as flooding, fires, etc.) managers may approve time off to assist with the clean-up or recovery and rebuilding efforts.

Organizations and Activities That Do Not Qualify

- Activities that occur outside your scheduled work hours
- Fraternal or professional associations
- Purely religious activities or political activities, such as political campaigns or lobbying
- Activities that represent a conflict of interest or that are inconsistent with the company's Equal Employment Opportunity Policy

- Activities for which you receive any monetary compensation or a gift of significant value for your service (nominal gifts such as T-shirts, cups, mugs, etc., aren't considered 'compensation' under this policy)
- Court required community service
- Events you are attending; you must serve in a volunteer capacity to be eligible for paid time off
- Activities that, in the opinion of ECM, do not meet the spirit and intent of our Volunteer Day Policy
- Travel time to and from the volunteer event location or required training sessions from the nonprofit to perform your volunteer activity
- Donation of goods such as school supplies, used clothing or donating blood to a Red Cross or other blood bank.

Requesting Volunteer Day

You must get your manager's approval to take Volunteer Day time off at least two weeks in advance. We make exceptions to the two-week timeframe if you are volunteering to assist with emergency situations, such as natural disasters. Your manager may deny your request if it conflicts with peak work schedules or work-related responsibilities, creates a need for overtime, causes conflicts with other employees' schedules, or doesn't meet our Volunteer Day guidelines.