



CATHOLIC ARCHDIOCESE OF MELBOURNE

Volunteer leave guidelines

27 March 2015

Purpose

1. To promulgate the availability of paid Volunteer leave for employees, except casual employees, whose conditions of employment are covered by the *Catholic Archdiocese of Melbourne Conditions of Employment for diocesan employees 2011*.
2. These guidelines are not a term of any contract, including any contract of employment. They may be varied by the Archdiocese from time to time.

Objectives and scope

3. The objectives of Volunteer leave are:
 - a. to support employees in their involvement in the works of the Church; and
 - b. to foster a culture of service.

Approved organisations

4. An employee can take Volunteer leave to participate in either personal or team volunteering with a body approved for this purpose. A list of approved bodies is attached.
5. Employees wishing to undertake volunteer work for other bodies will need to apply through their agency head to the Human Resources Manager to have that body added to the approved list. In principle, mission activities of the Church or those delivering services to the community in the name of the Church can be included. Under normal circumstances, this will not include parish activities. Among other things, a check will need to be undertaken to ensure the body the employee is volunteering with has Public Liability Insurance, usually to a value of \$20,000,000.

Volunteer leave principles

6. Volunteer leave is a vehicle for employees to directly participate in and experience the works of the Church outside of their paid employment.
7. Volunteer leave applies to volunteer activities undertaken during normal business hours and cannot be applied as an offset in respect to activities undertaken outside of such times.
8. Benefits are enhanced when the volunteering occurs in a different sphere to that which the employee is employed in.
9. Volunteering is always a matter of choice.
10. Volunteer leave is for planned activities performed in the Church sector within the Archdiocese of Melbourne.
11. Those taking Volunteer leave must not replace paid workers nor constitute a threat to the job security of paid workers.
12. Volunteer leave is not intended to cover leave taken for the purpose of volunteering to provide critical services for the protection of life and property when natural or civil disasters strike.

Eligibility

13. Up to 15.2 hours (2 days) of paid leave per calendar year (pro rata for part time employees) where it suits the agency's operational requirements and is approved by the agency head. It does not accrue from year to year and cannot be carried over into the following year or paid out if unused.

Process for applying for Volunteer leave

14. Employees are required to meet with their agency head to discuss the details of the activity that they want to take Volunteer leave for, including:
 - a. details of the volunteering activity;
 - b. details of the Church body (if the body is not listed in the appendix, the agency head must approach the Human Resources Manager regarding its inclusion in the guidelines);
 - c. the amount of time that the employee will be away from work; and
 - d. the volunteering checklist.
15. The employee and the agency head are to document the above and any agreement reached before forwarding it to the Human Resources Office for filing.
16. The employee is to apply for the leave through Preceda self-service.

Volunteering checklist

17. The volunteering activity is organised through an approved body.
18. The volunteering activity differs from that which the employee is paid to perform.
19. The volunteering activity is undertaken by choice and for no financial payment from the approved body.
20. The volunteering activity will not put at risk the health and safety of the employee or others.
21. The body the employee is volunteering with will provide him or her with adequate training and information to complete the activity safely.
22. The body the employee is volunteering with will provide the employee with a safe work environment.

CatholicCare
Villa Maria Catholic Homes
Caritas Australia
Corpus Christi Greenvale
Sacred Heart Mission
St Vincent de Paul Society
Other bodies which are financial members of Catholic Social Services Victoria