

Supervisor Guide to Community Service Leave (CSL)

The Center for Community Engagement and Service Learning coordinates and communicates service opportunities to staff and faculty that are eligible for CSL. [Subscribe](#) to our Monthly Outreach Highlights newsletter to receive information about upcoming volunteer opportunities in our surrounding communities!

Quick Facts for Supervisors:

- Supervisors need to approve all employee use of CSL and may validate the hours of the service completed. If you are unsure if a CSL request should be approved, please reach out to our office!
- **Leave shall only be requested and approved for community service that ENTIRELY occurs during the employee’s regularly scheduled hours of work.**
- Volunteer opportunities shared by or facilitated through the CCESL office have been vetted to qualify for CSL.
- Click the following link to learn more about [WCU Community Service Leave Policy 76](#).

The examples below are based on an employee whose normal working hours are Monday through Friday from 8am-5pm.

Examples of CSL to Approve

Non-Profit and Human Services Organization Volunteerism

A person going to the Tuck River Cleanup with an environmental non-profit on a Monday from 1pm-5pm.

Child Involvement or Tutoring School* Volunteerism

A parent meeting with their child’s teacher to review their end of year work. on a Tuesday from 4pm-5pm.

Examples of CSL to Deny

Non-Profit and Human Services Organization Volunteerism

A person assisting with an event at their church on a Sunday from 1pm-3pm.

Child Involvement or Tutoring School* Volunteerism

A parent taking their child to a doctor’s appointment on Wednesday from 9am-11am.

* School is defined as any public or private elementary, middle, high school, or licensed childcare program.

