



Paid Volunteer Time Off (PVTO)



To promote our philosophy of giving back, EVS is offering each full-time employee eight (8) hours of Paid Volunteer Time Off (PVTO) to be taken by December 31, 2017. Part-time and seasonal employees will be eligible for up to four (4) hours of PVTO to be taken by December 31, 2017. PVTO hours that are unused after December 31, 2017 will not rollover into the next year.

This is just a starting point, but we will continue to work together to find ways where we can make a real impact in our community. Please feel free to share your ideas or groups that are looking for support.

Please present your PVTO opportunity to your manager for approval. Below are some examples of activities that qualify or don't qualify:

Eligible Activities:

1. Volunteer work that you already do. Must be unpaid.
2. Ideally the beneficiaries are disadvantaged people/groups.
3. Organized groups such as Feed My Starving Children, serving at a food shelter, salvation army, etc.
4. Environmental Cleanup events such as road side trash collection
5. Disaster relief efforts (flood or natural disaster)
 6. MS150 bike ride or similar event where the primary purpose is fundraising
 7. Home makeover events

8. There are many other activities that qualify so just talk with your manager.

Activities that don't qualify:

1. Tutoring for a fee
2. School events where your kids/relatives are participants
3. Programs where the main purpose is the promotion of religious doctrine, political views or any activities that would reflect negatively on the company or conflict with our core values.
4. Events where only a small portion of the proceeds go to charity (such as Tough Mudder)

Please note that PVTO is to be used during the work day and is not intended to be used during the weekend, holidays, or vacations. Lastly, it's encouraged that you find an event where a group of you can participate - the more the merrier!

Recording Time:

PVTO hours can be recorded on the PVTO row of timesheets in the overhead area.



PVTO Request Form



Name:

Charitable organization name:

Date(s) and time(s) of volunteer activity:

Number of hours requested:

Activity you will be performing:

Reason for volunteering with this organization:

Employee Signature

Date

Please return your completed forms to the admin department after receiving approval from your supervisor.

Supervisor Name:

Supervisor Approved
Supervisor Declined

If not approved, reason why:

Supervisor Signature

Date

Admin Name:

Admin Signature

Date