

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.

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.

