

Mission Leave

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Consistent with the vision of our Sisters of Charity founders, Mount St. Joseph University encourages its employees to live the mission by being acquainted with and reflective on the values of our mission. The purpose of the Mission Leave policy is to allow employees to participate voluntarily, with normal salary continuation, in University sponsored service experiences that occur during regularly scheduled work hours.

Mission Leave Service Activities Defined – These activities are mission related service activities, which may include community service projects or service/immersion trips, sponsored by a College department or group. A list of acceptable Mission Leave activities, approved by Cabinet, will be published on an annual basis.

Leave Limits – Full-time employees are eligible for a maximum of **3 workdays (or 24 work hours)** of Mission Leave per calendar year. If part time, the employee is eligible for leave on a pro-rated basis and in accordance with the employee's FTE status.

Supervisor Approval – Mission Leave requires written supervisor approval subject to the following guidelines:

- a. The time at which an employee takes Mission Leave during the calendar year shall be approved by the supervisor with consideration of the wishes of the employee and with particular regard for the needs of the office.
- b. Requests for Mission Leave must be made in writing and approved by the supervisor.
- c. Mission Leave must be accounted for on the employee's automated payroll time sheet.
- d. Upon completion of the mission leave activity, the employee is asked to write a short reflection on his or her experience that will be shared with his or her department or school.