

# Mission Leave Policy

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Created January 2012, Updated August 2023

## **I. Overview**

Consistent with the vision of our founders, the Sisters of Charity of Cincinnati, Mount St. Joseph University encourages its employees to bear witness to its mission by being a “Beacon to the Region” through intentional and purposeful outreach in service of others. To support active service opportunities, the institution provides a “Mission Leave” to full-time and partially benefit eligible employees, which does not include adjunct faculty, as set forth in this policy.

## **II. Mission Leave Benefit, Eligibility, Criteria, and Limitations**

Eligible employees may receive up to 3 workdays (hours are equivalent to an employee’s designated work schedule, e.g. 4-hour, 8-hour, 10-hour workday of “Mission Leave” per fiscal year, July 1<sup>st</sup> through June 30<sup>th</sup>).

To qualify as “Mission Leave”, the following criteria must be met:

- an active service/mission experience;
- sponsored by the University and/or other 501(c)(3) and/or other tax-exempt non-profit qualified organizations (“External Entities”);
- consistent with the Charism of the Sisters of Charity,
- that occurs on an employee’s normally scheduled workday (in order to be paid), and,
- has a duration equivalent to an employee’s designated workday schedule, e.g. 4-hour, 8-hour, or 10-hour)

If a request for Mission Leave is approved, an employee will receive the benefit of normal salary continuation without using Paid Time Off (PTO) while on Mission Leave, subject to all requirements of this policy.

## **III. Advanced Approval of Mission Leave Required**

Mission Leave requires written supervisor approval consistent with the following:

- Employee must submit a written request (i.e., email) (the “Written Request”) for Mission Leave to the employee’s supervisor at least two months (60 days) in advance of the requested Mission Leave date(s) to allow for work coverage planning in the school/department/office;
- Employee’s written request for Mission Leave shall include:
  - all proposed dates the employee would be absent from work for Mission Leave and related PTO (if applicable);
  - describe the sponsor of the mission/service event and the work the employee will be conducting on behalf of the sponsor while on Mission Leave; and,
  - describe how the requested Mission Leave meets the criteria in Section II of this policy.

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- Supervisors should approve requests for Mission Leave that are timely submitted, giving due consideration to the operational needs of the school/department/office;
- Supervisors should promptly respond to all Mission Leave requests in writing;
- Approved Mission Leave must be accounted for on the employee's automated payroll time sheet as applicable; and,
- Approved Mission Leave requests must be provided by the employee to Sister Karen Elliott, Chief Mission Officer at [karen.elliott@msj.edu](mailto:karen.elliott@msj.edu), for data tracking purposes.

Questions about Written Requests for Mission Leave should be directed to Sister Karen Elliott, Chief Mission Officer at [karen.elliott@msj.edu](mailto:karen.elliott@msj.edu).

### **IV. Additional Requirements for Approval of Mission Leave Sponsored by External Entities**

In addition to the approval requirements set forth in Section III of this policy, for service experiences sponsored by External Entities, the employee must also attach the following to the employee's Written Request:

- Documentation from the External Entity outlining the purpose, location, and duration of the mission/service experience; and,
- Documentation from the External Entity confirming employee's planned participation in a qualifying mission/service experience.

### **Post-Mission Leave Submission Required**

Within two weeks (fourteen calendar days) of returning from any approved Mission Leave, an employee shall write a short reflection on their experience to send to Sister Karen, Chief Mission Officer at [karen.elliott@msj.edu](mailto:karen.elliott@msj.edu), that can be shared with their work teams/colleagues and retained for data collection purposes.