

<b>Policy:</b> Mission Leave	<b>Policy Number:</b> I-4.6
<b>Policy Owner(s):</b> Human Resources	<b>Original Date:</b> 5/1/2013
<b>Last Revised Date:</b> 5/1/2013	<b>Approved Date:</b> 5/1/2013

- I. **POLICY:** Fostering a productive, healthy, and safe workplace that helps employees effectively integrate and manage their work and personal life responsibilities, is essential to the fulfillment of John Carroll University’s Jesuit Catholic mission. As such, it provides leave opportunities that contribute to employee wellbeing, support family care concerns, align with legal requirements, and are appropriately benchmarked and consistent with peer institutions. JCU strives to provide for a responsibly managed workplace through careful selection, preparation, and accountability of supervisors, managers, and leaders, and seeks to effectively address the personal needs of employees and the needs of their respective units when considering discretionary leave requests.
- II. **PURPOSE:** The purpose of this Policy is to provide Mission leave (paid release time) for full and part time employees to participate in University sponsored Mission related activities. A secondary purpose is to promote a mutual understanding of mission within the John Carroll University community.
- III. **SCOPE:** All John Carroll University employees.
- IV. **GUIDELINES:**
- A. **Types of Mission Leave:** The University makes available several types of paid and unpaid leaves. To the extent provided for by administrative policies, laws, and rules, the following leaves are covered under the following Mission related activities:
1. **Retreat/Reflection:** any retreat or reflection activity approved by the Vice President for Mission and Identity along with the Director of the Center for Service and Social Action.
  2. **Mission-related service activity:** includes service projects or programs that are sponsored by a University department or group. The Vice President for Mission and Identity along with the Director of the Center for Service and Social Action are responsible for determining activities eligible for Mission Leave.
  3. **Immersion Trips:** Employees are encouraged to participate in University approved and sponsored immersion trips. These trips are generally a week or more in length.

- a. Participation is limited to no more than two immersion trip every three years, unless it is required as part of the employees current job requirements.
  - b. If the volunteering employee is taking on a role of responsibility for the trip, such as chaperone, supervisor, coach, etc., then the employee will be paid for his/her time without using Mission Leave, vacation, or other paid time off accrual.
  - c. If the employee is accompanying the trip with no assigned role, then the employee may use any paid time off accrual, other than sick, and including Mission Leave time for pay purposes.
- B. Limits of Mission Leave: Regarding use and limits of Mission Leave, employees are entitled to the following:
- 1. Full time employees are eligible for up to three days of Mission leave (paid release time) for participating in approved University sponsored Mission and service related activities during regularly scheduled work hours.
  - 2. Part time employees are eligible for pro-rated Mission leave for participating in approved University sponsored Mission and service related activities during regularly scheduled work hours.
  - 3. Mission leave may be used in increments of 1 or more hours.
  - 4. Unused Mission leave does not accumulate from year to year.
  - 5. Unused Mission leave time is not paid out if an employee separates from the University.
  - 6. Mission leave hours must be recorded on either staff time sheets or administrator leave reports.
  - 7. The approval of Mission Leave is not guaranteed and should not cause overtime work to be performed. See attached schedule for Mission leave paid time off allowances.
- C. Approval Process: Employees must request approval for Mission Leave in writing to their supervisor with specific information on the activity/event and their role/participation in it, and the amount of time requested. The needs of the department as well as the opportunity for the employee will be considered in the approval process. Factors such as office coverage, minimum staffing levels, vacations, sick leave, unplanned absences, special projects, and peak workloads will be considered. Final decisions will be made by the Vice President of the respective division.

**V. CROSS REFERENCES:**

Flextime Policy  
Hours Worked and Overtime Policy

**VI. ATTACHMENT:**

[Mission Leave Schedule](#)