

# WORKPLACE VOLUNTEERING PROCEDURE

## SCOPE

This procedure applies to all fixed-term and continuing staff at Monash University's Australian campuses, herein collectively referred to as 'you' for the purpose of this procedure.

## PROCEDURE STATEMENT

Social justice and community engagement have always been central to Monash University, and the University is committed to encouraging staff to make a direct practical difference to the world we live in. Workplace volunteering complements this commitment by providing an opportunity for Monash staff to gain an understanding of how Non-Government Organisations (NGOs) and/or Not-For-Profit (NFP) organisations make a difference in the world, and to provide these organisations with unpaid assistance across a range of diverse activities.

The University is willing to release staff at the University's expense by encouraging them to volunteer in activities that occur during their regular working hours and that support the learning and research vision of the University ('us', 'our' or 'we').

### 1. Volunteering

1.1 Volunteering is time willingly given for the common good and without financial gain. It should directly or indirectly benefit people outside the family or household or benefit a cause. Volunteering activities are often considered as contributing to community wellbeing and cover all sectors of society including, but not limited to:

- animal welfare;
- children and youth;
- education and training;
- environment;
- health;
- international aid/development; and
- welfare/community.

### 2. Volunteer leave entitlement

2.1 In recognition of our commitment to community wellbeing and engagement, you are entitled to two days [special paid leave](#) per calendar year to engage in workplace volunteering activities that satisfy the criteria in this procedure during your regular working hours. The two days must be taken as either half days or full days (either consecutively or separately). If you are employed on a fractional basis, you will receive a pro-rata entitlement to special leave.

2.2 Your volunteer leave entitlement does not accumulate from year to year. If the days are not taken, they are forfeited.

### 3. Suitable workplace volunteering activities

3.1 You are encouraged to identify and participate in workplace volunteering opportunities of your choice provided that the volunteering activity:

- is for the common good;
- is without financial gain;
- is in a designated volunteer position;
- does not conflict with your employment obligations or our policies and values;
- is covered by insurance; and
- is not considered high-risk.

3.2 Examples of suitable volunteering activities include:

- serving meals to those in need at a soup kitchen
- working as part of the set up crew at an event that raises funds for medical research
- tutoring or providing social support to disadvantaged children

3.3 Examples of volunteering activities that are not considered suitable include:

- participating in a fun run
- running a fundraising campaign for the sole benefit of a family member
- participating in a strike or protest relating to human rights issues

3.4 You may access volunteer leave when participating in suitable workplace volunteering activities with NFP organisations and charitable groups. Examples include (but are not limited to):

- Oxfam
- World Vision Australia
- Australian Red Cross
- The Smith Family

3.5 Suitable volunteering opportunities may be identified at [GoVolunteer](#), or you may choose to participate in volunteering activities with [TeamMONASH™](#) and [Monash Child Care Centre\(s\)](#).

3.6 Alternatively, if you are unable to donate your time, you can contribute by making regular charitable donations through our [Workplace Giving procedure](#).

## 4. How to apply for volunteer leave

4.1 Complete an [Application for Leave and Special Leave \[Online\]](#) form for special paid leave; and

- identify the special leave as volunteer leave; and
- include written confirmation from the organisation that you will be engaging as a volunteer, including details of the nature of the volunteer work that is to be undertaken.

4.2 Please note that University-level approval is not required for this form of special paid leave, however the leave must be authorised by the Head of Unit. Your supervisor and Head of Unit should consider the impact of your absence on the work area when approving volunteer leave.

### Insurance

4.3 It is your responsibility to ensure that the organisation has adequate insurance coverage for volunteers. Generally, volunteers are not treated as staff for WorkSafe purposes, and are not usually covered by a WorkSafe Injury Insurance policy. For this reason, it is important to check if the organisation you are volunteering for has insurance that will cover you if you are in an accident or are injured while you are volunteering.

## 5. Breach of procedure

5.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

<a href="#">Head of Unit</a>	The head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as their nominee.
<a href="#">Non-for-profit (NFP) organisation</a>	A company that is not carried on for the purposes of profit or gain to its individual members and is, by the terms of the company's constituent document, prohibited from making any distribution, whether in money, property or otherwise, to its members; or a friendly society dispensary. Examples of NFP organisations include World Vision Australia and Oxfam.
<a href="#">Without financial gain</a>	A staff member undertaking Workplace Volunteering should not be paid by the organisation they are volunteering for. However, if offered, payment of travel expenses such as private motor vehicle usage and parking for example, are permissible.

<a href="#">Workplace volunteering</a>	<p>For the purpose of this procedure, is volunteer work that is supported by special paid leave, and is:</p> <ul style="list-style-type: none"> <li>• undertaken Monday to Friday during business hours;</li> <li>• not for more than two working days per annum;</li> <li>• not considered high-risk;</li> <li>• for the common good;</li> <li>• without financial gain;</li> <li>• in a designated volunteer position;</li> <li>• covered by insurance; and</li> <li>• does not conflict with your employment obligations or our policies and values.</li> </ul>
--	--

## GOVERNANCE

Parent policy	<a href="#">Pay, benefits and entitlements</a>
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">Special Leave</a></li> <li>• <a href="#">Workplace Giving</a></li> </ul> <p><i>Procedure forms</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Application for Leave and Special Leave [Online]</a></li> </ul>
Legislation mandating compliance	
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer - 12 June 2018
Endorsement	Director, Workplace Relations - 12 June 2018
Procedure owner	Director, Workplace Relations, Team MONASH
Date effective	25 October 2018
Review date	12 June 2021
Version	5.1 (amendments approved 16 June 2020)
Content enquiries	<a href="#">ask.monash</a> or phone Monash HR on (03) 990 20400