



# City of Akron, Ohio

SHAMMAS MALIK, MAYOR

## EXECUTIVE ORDER #4-2024

Mayor Malik recognizes the impact of volunteerism in our city. Engagement in the community is a critical component in the efforts to build connections, community, and respect which strengthen the City. Additionally, volunteering can be immensely rewarding as it allows individuals to see firsthand how their efforts can change people's lives for the better. Volunteering helps people feel connected to others and it benefits them with increased feelings of accomplishment, belonging, and confidence.

Mayor Malik encourages City employees to lend voluntary support to programs that improve the quality of life and opportunities for the citizens of Akron.

Under a new pilot program, all permanent, non-probationary employees who volunteer at a non-profit organization (e.g., a charity, religious organization, or community group) located within the City of Akron, will be granted up to four hours of paid time off, designated as "Volunteer Time Off" or "VTO". Mayor Malik encourages employees to prioritize volunteering at programs that provide mentoring to children and students through grade 12, but any volunteer service for a charitable purpose qualifies for VTO.

Effective February 20, 2024, all employees will be granted a bank of four (4) hours of VTO. To utilize paid VTO, employees must request to be excused from work during their regular work shift and may volunteer during a portion of their regularly scheduled workday. Immediate travel to and from an employee's regular work location to the volunteer opportunity will also be compensated. VTO does not need to be used in one block and may be utilized in one-hour increments. Employees must receive pre-approval by the employee's supervisor to utilize the VTO leave. VTO will not be allowed where it would conflict with the operations of the employee's work unit. VTO leave is to be used exclusively for volunteer activities and employees shall not engage in their ordinary City of Akron job duties during their VTO leave. Employees will be required to submit written confirmation from the non-profit organization of their volunteer time to their supervisor within one business day to be paid.

The Workday system will be updated to allow management to properly classify this time as VTO. VTO must be used by December 31, 2024, or it will be forfeited. Employees will not be paid out for VTO at separation from employment. We will assess the pilot program and determine if we will extend this opportunity.

If you are interested in this service opportunity, fill out the [VTO Leave Approval Form](#) on the City intranet under [Policies](#). Follow the steps on the form approval for your VTO leave time. Be sure to include the organization name, contact number for the organization, and the duration of your service so that we can track the impact of this initiative. As a reminder, this is a pilot program that ends December 31,2024, at which time, any unused VTO time will be forfeited.

If you are looking for volunteer opportunities, you can find service opportunities [HERE](#) or go to <https://www.volunteermatch.org>



Shamas Malik  
MAYOR



Date

Executive Order #4-2024 issued February 14, 2024; effective February 20, 2024.

# VTO Leave Approval Form

Mayor Malik is encouraging you to make a positive contribution to our community by lending your voluntary support to programs that improve the quality of life and opportunities for the citizens of Akron.

Employees will be able to utilize up to four (4) hours of "Voluntary Time Off" (VTO) leave time in order to volunteer at a local, non-profit organization. This new type of leave time will be available in the Workday system on February 20, 2024. VTO must be used by December 31, 2024, or the VTO leave will be forfeited.

## How to use VTO time to volunteer:

1. Get initial approval from your supervisor to take VTO time during your shift and schedule your volunteer opportunity at least one week in advance.
2. Submit an absence request through Workday and select Time Off>VTO (Voluntary Time Off). In the Comments section, write the name of the organization you are scheduled to volunteer with.\*
3. Take this form with you and have an authorized representative from the non-profit organization sign off on this form on the date of service.
4. Sign the form and submit it to your supervisor, manager, or payroll clerk.

**\*Important Note:** Managers must approve the Workday VTO request for the employee to get paid. However, approval of the Workday VTO request should **NOT** be granted *until* the completed VTO approval form is received.

Complete this form for verification of your VTO leave. Be sure to include the organization name and contact number, and the duration of your services so that we can track the impact of this initiative.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
ID #

\_\_\_\_\_  
Date of Service

\_\_\_\_\_  
Start Time

\_\_\_\_\_  
End Time

\_\_\_\_\_  
Name of the Organization you served

Description of service provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Organization Contact Name (Print)

\_\_\_\_\_  
Org. Phone #

\_\_\_\_\_  
Organization Authorized Representative Signature

*By signing this form, I verify that I have completed the volunteer hours as stated above.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date