

## **FAQ's to support the University of Strathclyde Volunteering Policy**

1. How much time off for volunteering am I allowed?

**The policy allows staff to apply for up to two days paid leave per year to participate in University organised or approved personally organised Volunteering Activity. This will be pro-rated for part time staff.**

2. The type of volunteering I would like to do is not listed as an example in the policy, does this exclude me from applying?

**The policy provides some suggested examples although the list is not intended to be exhaustive. A volunteering activity would need the approval of your relevant manager.**

3. Can I claim expenses for travelling to an approved volunteering activity?

**Expenses for volunteering would only be expected to apply in exceptional circumstances. If there is an expectation a colleague will be out of pocket as a result of a University arranged volunteering activity, then this should be highlighted at the time of application. Any claims would be made through the expenses procedure and should only be made in cases where expenses are not paid by the organisation with whom you are volunteering.**

4. Will the introduction of the volunteering policy affect volunteering I do in my own time?

**The Volunteering policy is not applicable to any volunteering colleagues undertake in their own time (for example in the evening or weekends).**

5. Can I claim a volunteering day/s back from an activity undertaken in my own free time or holidays?

**The intention of the policy is to allow colleagues to volunteer for activities during normal working hours therefore claiming days back is not permissible.**

6. I have been turned down a request for volunteering by my manager, can I appeal?

**All requests under the Policy for paid time off to volunteer are at your line managers' reasonable discretion. They may have to turn down your request because, for example, you propose to take time off at a peak time of the year or because of the absence of other team members. Because the time off is discretionary, there is no right of appeal. However, your line manager should provide you with clear reasons why the proposal was not supported and suggest how you might shape an alternative volunteering proposal of a different type and a more suitable time.**