



Ramsgate Town Council

VOLUNTEERING DAYS POLICY

Adopted	3rd December 2024
Due to review	As required.

Introduction

Ramsgate Town Council encourages employees to undertake volunteering activities, especially within the local community. Participation in voluntary activities creates mutual benefits for our staff, the Council and the organisations or charities for which our employees volunteer.

Volunteering can contribute to employees personal and professional development, enabling skill sharing and building positive relationships.

This policy sets out our commitment to support employees by offering time off work to participate in volunteering.

Scope of the Policy

The policy applies to all employees of Ramsgate Town Council (herein referred to as “the Council”).

Volunteering Activities

Volunteering is offering time, knowledge or skills unpaid to undertake activities that benefit others, usually to address social or environmental issues. Employees may participate in activities in liaison with community organisations or charities, which may or may not be linked to the Town Council.

Activities recognised as volunteering are at the final discretion of the Town Clerk. For the purposes of this policy the following activities are not permitted within volunteering hours:

- Working for profit making organisations
- Helping out close friends or relatives
- Political or lobbying activities

- Activities which may conflict with an employee's role at the Council.

Paid Volunteering Leave

All employees with a temporary or permanent contract can claim to up to 2 days paid leave each financial year, pro-rata for part time employees, to volunteer.

This the equivalent of 15 hours for a full-time employee. This may be taken as a full day, half day or blocks of at least one hour. Volunteering hours should be taken within the employees normal working hours; overtime or TOIL will not be given.

If an employee wishes to undertake additional volunteering activities, paid leave or flexible working can be requested in line with the relevant Council policies.

Requesting Volunteering Leave

All volunteering leave requests must be approved by the Line Manager in advance, giving as much notice as possible. Employees must provide details of the volunteering activity they wish to participate in, the organisation the volunteering is with and the day or number of hours requested as paid volunteering leave.

Every effort will be made to accommodate these requests, however the Line Manager may turn down the request due to operational needs if there is too much leave booked at one time, or if the volunteering activity is deemed unsuitable based on the guidelines in this policy.

If a request is denied, employees may apply to take volunteering leave at a different time or with an alternative organisation.

Line Managers should ensure that volunteering is recorded on the Council's leave calendar and timesheets in the same way as holiday or sickness absence.

Expenses & Equipment

The Council will pay reasonable expenses for travel to the location of the volunteering activity, with the prior agreement of the Line Manager.

The Council will not pay any other expenses relating to volunteering such as purchasing equipment, or contributions towards fundraising activities.

No Council plant, machinery or equipment can be used or incorporated into the volunteering activity.

Health and Safety

It is the responsibility of the employee to ensure that the volunteering activity meets health and safety standards and the organisation they are volunteering with has sufficient insurance cover in place.

Further Information

For further information or clarification on any part of this policy, please contact your Line Manager.