



Volunteer Time Off Policy (VTO)

Royal American Companies encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities.

The following guidelines are for Royal American Companies employees who serve as volunteers in 501(c)(3) non-profit community programs or in schools that are either of personal interest or are corporate-sponsored initiatives. For a list of volunteer opportunities in your area, visit www.volunteermatch.com.

Volunteer Time

Employees may take up to 8 hours of paid time off annually (4 hours for part-time employees) to participate in their specific volunteer program.

Volunteer time must be requested and approved in advance by the supervisor.

Volunteer hours can be taken in 4-hour increments (no less).

Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create the need for overtime or cause conflicts with other employees' schedules.

Eligibility

All full-time and part-time employees are eligible.

Interested employees must be employed for at least one year.

Interested employees must be meeting performance standards.

Interested employees should complete the Volunteer Time Off (VTO) Request Form, meet with their supervisor to discuss their volunteer choice, schedule their time off and to receive approval.