

How To - Assess a Volunteering Request from your Staff

The Employer Supported Volunteering Policy can support employees who are currently participating in volunteering or it can give employees who feel inspired to explore volunteering the chance to become involved.

Key Activities for managers to undertake if approached by an employee requesting time off to undertake a volunteering placement:

Key Activities

- ✓ If you are approached by an employee who is interested in participating in a volunteering activity you should discuss the volunteering activity and the benefits to the community. You may also direct them to [Employment information - Other types of leave](#) where employees will find information about volunteering opportunities and local volunteering organisations.
- ✓ You should inform them that it is their responsibility to research and identify a suitable volunteering placement and ensure that there is no conflict of interest and that all appropriate risk assessments are in place.
- ✓ All requests for Volunteering Leave should be made through [MyView](#).

Things Managers Should Consider

Before approving or refusing a volunteering request, managers should consider the following:

- ✓ Has the maximum number of requests per employee per calendar year been exceeded? (in accordance with policy and any current addendums)
- ✓ Has the employee understood that all requests will only be approved during normal working hours?
- ✓ Will granting the employee's request have a detrimental effect on the ability to deliver services?
- ✓ Do you have sufficient financial resources to provide critical cover if you are in an area where staff ratios or minimum standards apply?
- ✓ If the volunteering request has been submitted on a team basis, how will approving the request work in your Service?

Approving a Request

- ✓ Once a request has been approved via [MyView](#) you should work with the employee to ensure that an appropriate plan is in place to manage their workload.
- ✓ You should remind them that by participating in Employer Supported Volunteering that they are agreeing to share their experiences once the

placement has ended (if appropriate). The mechanism for this should be agreed between you and the employee.

Refusing a Request

- ✓ If it is necessary to refuse a volunteering request, then you should take the opportunity to discuss your reasons for refusal in full and reassure the employee that the refusal relates to that specific request only. During this discussion you can also consider how any future requests may be accommodated; you should encourage the employee to think creatively about this and try to come up with a solution together.

Formal refusal of a request should be made via [MyView](#).