

Heart of Blue
Volunteer Paid Time Off Application

Part 1 (To be completed by employee)

Employee Name: _____ Hire Date: _____
Department Name: _____ Route # _____
Business Phone # _____ Cost Center: _____
Nonprofit Organization: _____
Mailing Address: _____
Nonprofit Contact Person: _____ Contact Phone # _____
Description of Volunteer Activity: _____

Date(s) of Volunteer Activity: _____ Number of Time-off hours: _____
I hereby state that the information I have provided is complete and correct.

Employee Signature AO # Date

Part 2 (To be completed by supervisor or manager)

Supervisor or Department Manager Name: _____
Business Phone # _____ Route # _____
Signature of Approval: _____ Date: _____

Once the volunteer activity has been completed, submit this paperwork to Heart of Blue, Route 4-59.

The supervisor reserves the right to request documentation from the organization detailing the employee's involvement.

Volunteer Paid Time Off



Volunteers of Blue Cross and Blue Shield of Minnesota



Blue Cross and Blue Shield of Minnesota is committed to making a healthy difference in peoples' lives. As a socially responsible company, Blue Cross supports employee participation in worthwhile projects and organizations in communities where our employees and members live and work. Blue Cross recognizes that such participation provides employees valuable leadership training, work experience and a sense of personal fulfillment. In turn, Minnesota communities benefit from the time and energy of Blue Cross volunteers.

Blue Cross' volunteer program, Heart of Blue, sponsors a number of volunteer opportunities for its employees and also informs employees of additional volunteer opportunities that they can pursue independently. The Volunteer Paid Time Off policy was created to demonstrate Blue Cross' support for its employees' volunteer efforts. Blue Cross will pay for time away from work for employee participation in eligible volunteer activities and/or organizations up to a calendar year limit described below.



Eligible Participants

Full-time and part-time regular employees with six months continuous service with Blue Cross and its affiliates. Temporary employees and regular employees not performing at a quality level as determined by their supervisor are not eligible for participation.

Procedures

- ① Blue Cross will support employee volunteer efforts with paid time off for eligible volunteer activities up to 20 hours per calendar year for full-time employees. These hours will be pro-rated for part-time employees. The annual total of Volunteer Paid Time Off hours will be reflected in TROL and in payroll checks, beginning in January. The balance will be tracked throughout the year.
- ② Employees must complete the application form and obtain prior approval from their supervisor or department manager. Management will make every reasonable effort to accommodate an employee's request; however, approval will be contingent on business needs.
- ③ Once the supervisor has approved the request and the volunteer activity has been completed, forward the application to Heart of Blue Volunteer Council, Route 4-59.
- ④ The hours should be recorded in TROL in "Absences" under "Volunteer Paid Time Off."
- ⑤ Unused hours do not carry over to the following year.

Eligible Organizations

Eligible organizations must be located in the United States and be recognized by the Internal Revenue Service as tax exempt under 501(c)(3) or 509(a)(1, 2, or 3) of the IRS code.

Examples of Ineligible Organizations

- ① Organizations whose primary purpose is to influence legislation or participate in political campaigns on behalf or against any candidate for public office
- ② Religious organizations, unless the specific program is nondenominational in nature and benefits a broad range of the community (for example, a soup kitchen, homeless shelter)
- ③ Organizations that represent a conflict of interest for the employee or for Blue Cross

Examples of Eligible Activities

- ① School volunteering
 - a. Junior Achievement
 - b. Speaker at Career Day
 - c. Tutor
- ② Nonprofit boards and committees
- ③ Company sponsored volunteer activities
- ④ Fundraisers for nonprofit organizations
 - a. Setup/take-down
 - b. Registration
 - c. Recruit/organize volunteers
 - d. Answer phones
 - e. Serve food

- ⑤ Community centers
 - a. Yard work/gardening
 - b. Painting
 - c. Window cleaning
 - d. Maintenance
 - e. Facility cleaning
- ⑥ YMCA/YWCA/Scouts
 - a. Counselor
 - b. Troop leader
 - c. Activities coordinator

Examples of Ineligible Activities

- ① Schools
 - a. Parent/teacher conferences
 - b. Attendance at holiday parties, concerts, theater productions and orientations
- ② Fundraisers
 - a. Active participant in runs, marathons, walk-a-thons, bike-a-thons, golf tournaments
- ③ Religious organizations for religious purposes
- ④ Fraternal organizations
- ⑤ Social clubs
- ⑥ Labor organizations
- ⑦ Political organizations/campaigns
- ⑧ Athletic, social or recreational associations