

Staff Volunteering Leave Procedure Flowchart

	RESOURCES	ACTIONS	RESPONSIBILITY
PARTNER-UP	<p>MQ Community Volunteering webpage</p> <p>Staff Volunteering Leave Procedure</p>	<p>Choose a charitable group or not-for-profit organisation* and the volunteer opportunity</p> <p>↓</p> <p>Discuss intention to volunteer with Manager/Supervisor</p>	<p>Staff member</p> <p>Staff member</p>
	<p>HR Online</p> <p>Staff Volunteering Leave Procedure</p>	<p>↓</p> <p>Apply for volunteering leave through HR Online</p> <p>↓</p> <p>Is volunteering leave approved?</p> <p>NO**</p>	<p>Staff member</p> <p>Manager/Supervisor</p>
ACT	<p>Staff Volunteering Leave Procedure</p>	<p>YES</p> <p>↓</p> <p>Participate and report: email volunteering@mq.edu.au</p>	<p>Staff member</p>
<p>*Volunteering for an organisation that does not meet the charitable group and/or not-for-profit definition may be allowed in exceptional circumstances and with the prior approval of the Director, HR and Director Sustainability. You can apply by emailing volunteering@mq.edu.au</p> <p>**Managers/Supervisors are encouraged to actively support staff seeking access to their volunteering leave. Volunteering leave may only be refused if the volunteer activity does not meet University requirements or the requested date for leave conflicts with specific organisational demands. Staff can request a review of any refused volunteering leave application through their next in line supervisory level, or contact the Director HR, or Director Sustainability if there are ongoing concerns.</p> <p>Staff Volunteering Leave Procedure Approved 14 November 2018</p>			