Volunteer Leave of Absence or Resignation Policy

Purpose

Caledon Community Services realizes that life changes and a volunteer may need to take a leave of absence for a time period or have to resign. For either event it is appreciated that the volunteer will take a leave of absence or resign from their job in a manner that allows for the smooth operation of the services and supports their work routine.

Policy

This policy is intended to provide guidance to CCS volunteers on how to resign or ask for a leave of absence.

Procedures:

A reasonable period of notice would be highly appreciated, taking into account the responsibility involved in the position.

Leave of Absence

- A volunteer needing a leave of absence from Caledon Community Services shall advise their direct supervisor.
- The direct supervisor will provide the volunteer requesting a leave of absence the contact information for the Volunteer Resource Specialist.
- The volunteer will initiate their return to volunteering with CCS by contacting the Volunteer Resource Specialist.
- At this time they will discuss the volunteer positions that are available at that time. It is not guaranteed that the volunteer will return to the same position.
- The direct supervisor will notify the Volunteer Resource Specialist of the leave of absence of a volunteer.

Resignation

- A volunteer who wishes to resign from Caledon Community Services shall advise their direct supervisor
- The direct supervisor will notify the Volunteer Resource Specialist of the notice of resignation from the volunteer
- All volunteers that are resigning will be given the option of an exit interview with the Volunteer Resource Specialist.

Reference:
Exit Interview Form
Exit Interview Policy

Date Developed: June 2015

Date Approved: February 2016