



Generosity Day Policy (Workplace Volunteering)

Adopted: 6 June, 2019

TRIM 293810.2018-004

Generosity Day Policy (Workplace Volunteering)



1. LEGISLATIVE REQUIREMENTS

Nil

2. PURPOSE/OBJECTIVES

Liverpool Council recognises the positive contribution that volunteers can make to communities and is keen to encourage its employees to engage in voluntary service. Supporting its employees to volunteer helps the Council to build stronger links between its employees and the local community, and contributes to achieving the aims of the Generosity Day initiative. Community engagement has always been central to Council, and Council is committed to encouraging employees to make a direct practical difference to the world we live in. Workplace volunteering complements this commitment by providing an opportunity for employees to gain an understanding of how Non-Government Organisations (NGOs) and/or Not-For-Profit (NFP) organisations make a difference in the world, and to provide these organisations with unpaid assistance across a range of diverse activities.

This policy specifies the different types of volunteering that are supported by the Council including any applicable time off arrangements. It also sets out the application and approval process that should be followed when an employee wishes to undertake Generosity Day voluntary work.

3. DEFINITIONS

Community Volunteering -

Council has identified a number of volunteering opportunities which are aimed at supporting the delivery of Council's Vision. Council has partnered with the Liverpool Volunteer Resource Centre who will manage the administration of the Generosity Day as per the signed Memorandum of Understanding.

Generosity Day Application Form –

Application form designed in partnership with Council and the Liverpool Volunteering Resource Centre.

Generosity Day Initiative -

Council 'Values' Initiative

General volunteering -

An employee may request to undertake a period of voluntary work during their work time within the Liverpool local government area.

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High risk work -

Refers to work that requires a person to have a licence to perform that work. This can be associated with machinery operation.

Liverpool Volunteering - Resource Centre

Is an Incorporated Not-for-Profit Organisation who services Liverpool, Bankstown, Fairfield and surrounding areas. LVRC is funded through the Australian Government Department of Social Services and the NSW Government Family and Community Services. LVRC offers a service to volunteers for registering with them and referral to an organization requesting volunteering services.

One-off corporate event -

On occasion, the Council may invite employees to volunteer at local events (e.g. traffic marshals for civic events).

Team volunteering -

Managers may wish to consider using a one-off volunteering project as a team building exercise. Activities should last for one day and must be suitable for all team members to participate in.

Staff who wish to participate in an alternative team volunteering program will be required to indicate on the Generosity Day Application form.

Tools of Trade Use

Means vehicles that are restricted to Liverpool Council business operations use only with no private use. Travelling to and from home may not be considered private use in the context of "on call" work arrangements.

Tools of Trade Use is defined and limited as follows:

- Vehicles must only be operated by the assigned operative.
- Assigned operative must complete and document "tool of trade" induction conducted by registered Council employee or mechanic
- Designated officer is responsible for penalties/infringements/safe operations of tool of trade vehicles
- Designated officer must conduct pre and post inspection and document same
- Designated operator must complete any necessary tasks to ensure vehicle operates with optimum efficiency (add oil, grease parts etc.)
- Designated operative to remain aware they are operating a branded vehicle and behaviour must always remain above reproach

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- Vehicle use is limited to Council business, with no private use permitted

4. POLICY STATEMENT

Council is willing to release employees at the Council's expense by encouraging them to volunteer in activities that occur during their regular working hours and that support the 'Generous' Values within our Vision: Aspiring to do great things – for ourselves, our community and our growing city.

4.1 Volunteering

Is time willingly given for the common and without financial gain. It should directly or indirectly benefit people outside the family or household or benefit a cause. Volunteering activities are often considered as contributing to community wellbeing and cover all sectors of society including:

- animal welfare;
- children, youth and the elderly;
- education and training;
- environment;
- health;
- international aid/development; and
- welfare/community.

4.2 Leave Entitlement

Council's commitment to community wellbeing and engagement, each employee will be entitled to 1 days 'Generosity Day' special leave per calendar year. This will allow staff to engage in workplace volunteering activities that satisfy the criteria in this policy during their regular working hours.

The 'Generosity Day' special leave does not accumulate from year to year. If the special leave is not taken, then it will be forfeited by the employee.

4.3 Supported Workplace Volunteering Activities

For the purposes of this policy four different category types of volunteering are recognised:

1. Team volunteering
2. Community Building Project volunteering
3. One-off corporate event
4. General volunteering.

Examples of suitable volunteering activities include:

- serving meals to those in need at a soup kitchen

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- working as part of the set up crew at an event that raises funds for medical research
- tutoring or providing social support to disadvantaged children

Employee are encouraged to identify and participate in workplace volunteering opportunities of your choice provided that the volunteering activity:

- is for the common good;
- is without financial gain;
- is in a designated volunteer position.
- does not conflict with your employment obligations or our policies and values;
- is covered by insurance;
- is within the Liverpool local government area; and
- is not considered high-risk.

4.4 Application Process

An employee wishing to apply for a 'Generosity Day' special leave should complete a Generosity Day form through My Forms in MyAurion. Select ADD to choose the Generosity Day form then navigate to FORM and select Generosity Day.

When completing the registration, the employee must complete the electronic 'Generosity Day' form, and confirm the following:

- The category of volunteering activity that is being requested (see Clause 4.3).
- The nature of the activity that the employee will be undertaking;
- The times/dates that the employee is proposing to volunteer.

The employee's manager will use this information to assess whether the request can be accommodated and to ensure that no conflict of interest exists.

4.5 Approval Process

The completed electronic 'Generosity Day' form is then directed to the Liverpool Volunteering Resource Centre who will work directly with you to provide a volunteer placement and confirm this via an email confirmation outlining the volunteering placement, time and date the employee will be engaging in as a volunteer. This notification is then forwarded to the Manager for approval. Employees must obtain management approval to undertake voluntary work prior to committing to the volunteering activity. The minimal hours an employee will participate in the volunteering placement will be at the discretion of the approving Manager.

Utilising "tools of trade use" (see Definitions) are only allowed for City Presentation employees where required to assist in their volunteering work. City Presentation employees will need to be booked in at least four weeks in advance to take into account their regular scheduled activities. The approving Manager and employee should consider the operational usage and scheduling of the 'tool of trade use' and book to determine suitability. Up to four employees from City Presentation can be involved in a project which requires usage of a tool of trade vehicle

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however only one vehicle can be offered at any given day or at the approving Managers discretion.

4.6 Insurances

Employees looking to volunteer should check that the prospective volunteer association has adequate public liability insurance to cover volunteers for loss, damage, or injury caused to third parties as a result of their voluntary work. Employees should also check if the prospective volunteer association has Personal Accident Insurance which provides cover for injury to volunteers while engaged in work, including travel to and from that planned voluntary work.

4.7 Work, Health and Safety

If a prospective association has paid worker/s they have work health and safety duties and obligations, including a primary duty of care to all workers and volunteers. Both workers and volunteers have work health and safety obligations at work, including taking reasonable care of the health and safety of themselves and others.

Employees must abide by the health and safety procedures for that organisation. Ensure that a safe environment is maintained when carrying out volunteering, ensure you comply with WH&S legislation as your standard for health and safety. This includes following the health and safety procedures of the volunteer association.

Volunteering by employees under a Council endorsed program in work time will be covered by Workers Compensation.

4.8 Breach of Policy

Council encourages its employees to report any concerns about non-compliance and manage compliance in accordance with the adopted Model Code of Conduct.

AUTHORISED BY

Chief Executive Officer

EFFECTIVE FROM

1/07/2019

DEPARTMENT RESPONSIBLE

Office of the CEO - Communications

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REVIEW DATE

The policy will be reviewed every two years

VERSIONS

Version	Amended by	Changes made	Date	TRIM Number
1	-	Creation of Policy	March 2019	293810.2018-004

THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH

City Corporate – WH&S
City Corporate – Governance, Legal and Procurement
City Presentation – Operational Facilities
Liverpool City Council Joint Consultative Committee

ATTACHMENTS

Volunteering Application Form.
Frequently Asked Questions
Generosity Day Flowchart

REFERENCES

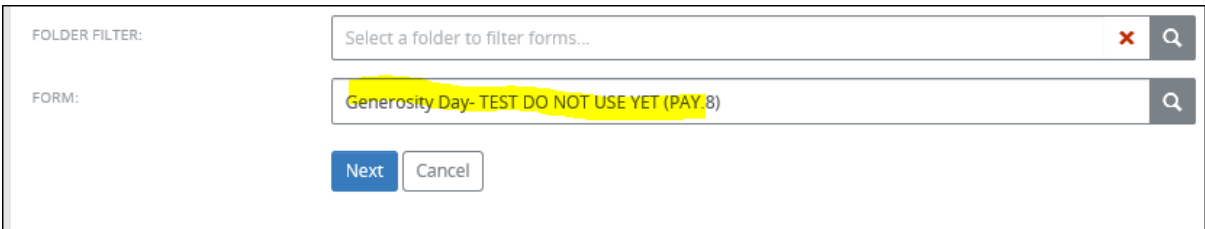
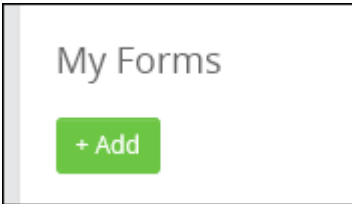
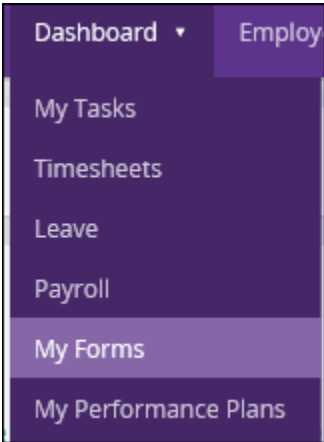
Liverpool City Council: Code of Conduct Policy and Procedures.
Liverpool City Council: Enterprise Risk Management Policy
Liverpool City Council: Fraud and Corruption Prevention Policy
Liverpool City Council: Internal Audit Charter
Liverpool City Council: Work Health and Safety Policy
Liverpool City Council: Fleet Management Policy

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APPENDIX 1 – Procedure to book Generosity Day through MyAurion

GENEROSITY DAY

1. Employee applies for Generosity Day:



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🔍 This form is with you for completion.

FORM PROCESS

Generosity Day

Council recognises the positive contribution that volunteers can make to communities and is keen to encourage its employees to engage in voluntary service.

Council has partnered with Liverpool Volunteer Resource Centre to assist with Generosity Day volunteering placement. All information provided on this form will be received by Council and Liverpool Volunteer Resource Centre to identify a suitable placement for you.

Guidelines to Claim:

- Employees (excluding casuals and contractors) can volunteer their time once per calendar year, based on time they would normally work at Council (standard work day)
- Overtime or any accrual of leave will not be paid or credited to the employee for excess time served beyond their standard work day
- Generosity Day placements are booked in bi-monthly sessions, with a limit of 50 staff placements
- If a session is full you will need to wait until registrations are available for the next session

Form process:

- Employee raises form
- Liverpool Volunteer Resource Centre will receive form and will liaise with Employee and non-for profit volunteer groups via email to allocate the activity
- Once placement and date is agreed, the Manager approves form
- A leave form will then be automatically generated
- Confirmation of placement details will be sent to the Employee, Manager, Generosity Day Admin.

EMPLOYEE POSTION DETAILS

Detail	Description
Name	NATOLI, Silvana
Position Number	1100
Job Title	Coord Pay, Benefits & Systems
Attendance Type	Full Time Employee
Employment Type	Permanent
Hours Per Week	35:00:00
Group - Department	City Corporate - People and Organisational

EMPLOYEE OTHER DETAILS

Liverpool Volunteer Resource Centre will contact you to organise your volunteer placement via the email address noted below.

For City Presentation employees, Council staff will liaise between yourself and Liverpool Volunteer Resource Centre to finalise placement details.

Personal Details

Suburb	Postcode	LCC Email Address	Sex	Age
LIVERPOOL	2170	s.natoli@liverpool.nsw.gov.au	*	

Availability

Enter times for any days you are available (based on your standard work day)

Monday	Tuesday	Wednesday	Thursday	Friday

Transport

Advise which transport type you use and Licence class

Train	Bus	Car	Licence Class e.g "C"
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Culture Information

Month & Year of first arrival in Australia	Non English Speaking Background	List any languages spoken	Aboriginal/Torres Strait Islander	Do you have a Disability?	List details of any Disability
	*		*	*	

Education & Skills that may assist your placement

List your Education	List at least 3 Skills	If you have a current Working with Children Check, please provide number
	*	

Volunteer experience

Reasons for volunteering	List any previous volunteering experience (include when & which organisation)
*	

Select 3 ways you would like to volunteer

Aged Care	Customer Service	Disability	Events	Feeding homeless	Feeding the aged & disabled	Fundraising Days	Gardening	Kitchen/Meal preparation	Maintenance	Painting of facilities	Youth	Your specific skillset
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group Volunteering

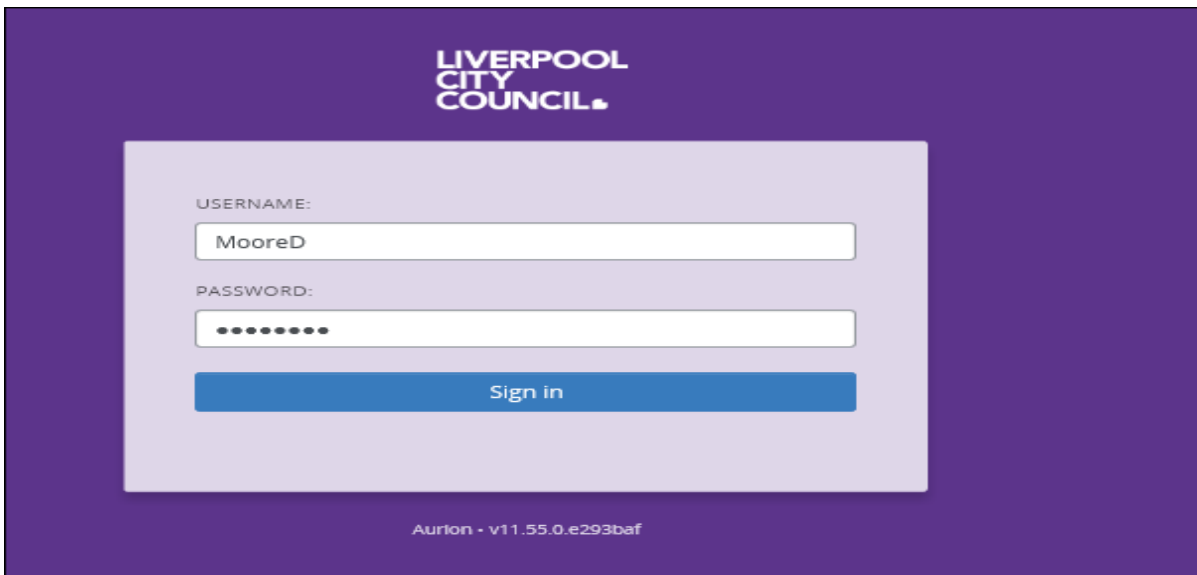
I would like to engage in group volunteering with other LCC staff eg. Expos, fundraising drives etc...

GROUP VOLUNTEERING:

Save

Generosity Day Policy (Workplace Volunteering)

2. LIVERPOOL VOLUNTEER RESOURCE CENTRE:



LIVERPOOL
CITY
COUNCIL

USERNAME:
MooreD

PASSWORD:
.....

Sign in

Aurton - v11.55.0.e293baf

Form sent to LVRC- Click in the highlighted field to open the form:

Generosity Day Policy (Workplace Volunteering)

The screenshot shows a web browser window with the URL <https://hris.liverpool.nsw.gov.au/actionitems#section=forms&item=00H35ULV0YL88GGS>. The page header includes the Liverpool City Council logo, a 'Dashboard' link, and the user profile 'LVRC-Donna Moore'. The main content area features a user profile for 'MOORE, Donna 5721 Liverpool Volunteer Resource'. Below this is a 'My Tasks' section with a 'PRE RETIREMENT SEMINAR' announcement. A search bar contains 'LVRC-Donna Moore' and 'Aurion LVRC Central Role', with a 'Load inboxes' button. The 'Forms' section shows one form titled 'Silvana Natoli' for 'NATOLI, Silvana (3385) - Coord Pay, Benefits & Systems' with the subject 'Generosity Day- TEST DO NOT USE YET'. A yellow highlight is present in the form details. Navigation controls at the bottom show '1-1 of 1' and 'Previous/Next' buttons.

LVRC enter agreed information into highlighted fields:

Generosity Day Policy (Workplace Volunteering)

EMPLOYEE POSTION DETAILS

Detail	Description
Name	NATOLI, Silvana
Position Number	1100
Job Title	Coord Pay, Benefits & Systems
Attendance Type	Full Time Employee
Employment Type	Permanent
Hours Per Week	35:00:00
Group - Department	City Corporate - People and Organisational

EMPLOYEE OTHER DETAILS

Liverpool Volunteer Resource Centre will contact you to organise your volunteer placement via the email address noted below.
For City Presentation employees, Council staff will liaise between yourself and Liverpool volunteer Resource Centre to finalise placement details.

Personal Details

Suburb	Postcode	LCC Email Address	Sex	Age
LIVERPOOL	2170	s.natoli@liverpool.nsw.gov.au	Female	

Avallability
Enter times for any days you are available (based on your standard work day)

Monday	Tuesday	Wednesday	Thursday	Friday

Transport
Advise which transport type you use and Licence class

Train	Bus	Car	Licence Class e.g "C"
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Culture Information

Month & Year of first arrival in Australia	Non English Speaking Background	List any languages spoken	Aboriginal/Torres Strait Islander	Do you have a Disability?	List details of any Disability
	Yes		No	No	

Education & Skills that may assist your placement

List your Education	List at least 3 Skills	If you have a current Working with Children Check, please provide number
	TEST 1 TEST 2 TEST 3	

Volunteer experience

Reasons for volunteering	List any previous volunteering experience (include when & which organisation)
1 2 3	

Select 3 ways you would like to volunteer

Aged Care	Customer Service	Disability	Events	Feeding homeless	Feeding the aged & disabled	Fundraising Days	Gardening	Kitchen/M meal preparation	Maintenance	Painting of facilities	Youth	Your specific skillset
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group Volunteering
I would like to engage in group volunteering with other LCC staff eg. Expos, fundraising drives etc...

GROUP VOLUNTEERING: Group Volunteering

LIVERPOOL VOLUNTEER RESOURCE CENTRE
Please email employee directly to organise the agreed volunteer placement arrangements.
Once employee has agreed, enter information below.

Agreed Date
RESPONSE:

Agency Contact Name
RESPONSE:

Agency Contact Phone Number
RESPONSE:

Volunteer Placement Address
RESPONSE:

Volunteer duties / further comments
RESPONSE:

Press **SAVE**, then **SUBMIT**

<input type="button" value="Submit"/>	<input type="button" value="Return"/>	<input type="button" value="Print"/>
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Generosity Day Policy (Workplace Volunteering)

Note- LVRC will need to email the CITY PRESENTATION ADMIN email directly for their staff rather than the employee. The form also has an additional question regarding vehicles.

Group - Department		City Presentation - City Works		
EMPLOYEE OTHER DETAILS				
Liverpool Volunteer Resource Centre will contact you to organise your volunteer placement via the email address noted below.				
For City Presentation employees, Council staff will liaise between yourself and Liverpool Volunteer Resource Centre to finalise placement details.				
Personal Details				
Suburb	Postcode	LCC Email Address	Sex	Age
LIVERPOOL	2170	lcc_GDCPCentralRole@liverpool.nsw.gov.au	Male	

Is a Council grey fleet vehicle required?

This applies only to City Presentation employees- please advise details if a grey fleet vehicle is required for this volunteer placement.

RESPONSE:

COMMENTS:

Form then goes to the MANAGER

MOORE, Doreen 3721
Liverpool Volunteer Resource

Dashboard + LVRCC Central Admin

Generosity Day- TEST DO NOT USE YET

This Form will be sent to the recipient

DETAILS: Form: Generosity Day- TEST DO NOT USE YET
For: NATOLI, Silvana (Employee No 3385, Coord Pay, Benefits & Systems)

SEND TO: Brett Goodridge (goodridgeb)

MESSAGE:

3. Manager receives form and approves or declines

Generosity Day Policy (Workplace Volunteering)

APPROVALS

Manager approval

If you do not approve this application, you must provide reasons why in the Comments field below. (These reasons will be visible to the employee)

CHOOSE AN OPTION:

Yes

No

COMMENTS:

SAVE, then FINALISE and finally SUBMIT

4. GD leave prepopulates for the employee & email notifications are sent out to:

1. EMPLOYEE:

To: s.natoli@liverpool.nsw.gov.au
From: b.goodridge@liverpool.nsw.gov.au
Subject: Generosity Day
Message:
Hi Silvana

Your application for a Generosity Day on 17/06/2019 has been approved.
Details as follows:

Agreed Date: 17/06/2019
Contact Name: test agency
Contact Phone: 999
Placement Address: test address

Duties/Comments: test comments here.....

Thank you for volunteering.
Brett Goodridge

GENDAY_R99.M01

2. MANAGER

Generosity Day Policy (Workplace Volunteering)

To: b.goodridge@liverpool.nsw.gov.au
From: b.goodridge@liverpool.nsw.gov.au
Subject: Generosity Day - Silvana Natoli
Message:
Hi Brett

Your approval of Silvana Natoli's application for a Generosity Day on 17/06/2019 has been recorded.
Details as follows:

Agreed Date: 17/06/2019
Contact Name: test agency
Contact Phone: 999
Placement Address: test address

Duties/Comments: test comments here.....

GENDAY_R99.M02

3. GENEROSITY DAY ADMIN:

To: lcc_GDCentralRole@liverpool.nsw.gov.au
From: b.goodridge@liverpool.nsw.gov.au
Subject: Generosity Day - Silvana Natoli
Message:
Hi Generosity Day Admin

Silvana Natoli's application for a Generosity Day on 17/06/2019 has been approved.
Details as follows:

Agreed Date: 17/06/2019
Contact Name: test agency
Contact Phone: 999
Placement Address: test address

Duties/Comments: test comments here.....

Brett Goodridge

GENDAY_R99.M03

Generosity Day Policy (Workplace Volunteering)

APPENDIX 2 – Frequently Asked Questions

GENEROSITY DAY

FAQ'S SHEET

Frequently Asked Questions

Q: Is there onsite parking when I attend my volunteering placement?

A: You will be provided with an email confirmation from the Liverpool Volunteering Resource Centre (LVRC). This email will enable you to ask whether there is parking at the venue you are attending.

Q: Do I need to fill out all the questions on the volunteering application form?

A: Yes. This is because the LVRC reports on the information obtained on the application form to the State Government. Please note, privacy principles are also adhered to.

Q: Can I use a Council vehicle?

A: Utilising "tools of trade use" are only allowed for City Presentation employees where required to assist in their volunteering work. City Presentation employees will need to be booked in at least four weeks in advance to take into account their regular scheduled activities. The approving Manager and employee should consider the operational usage and scheduling of the 'tool of trade use' and book to determine suitability. Up to four employees from City Presentation can be involved in a project which requires usage of a tool of trade vehicle however only one vehicle can be offered at any given day or at the approving Managers discretion.

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FACT SHEET

Q: What happens when I am sick and absent on my volunteering placement day?

A: You will be provided with a contact name and number with your confirmation email from LVRC. It is your responsibility to contact the person to advise of not being able to attend. You can then arrange another date through LVRC.

Q: Do I have to participate in Generosity Day?

A: No. It is not compulsory to participate.

Q: How do I apply?

A: You need to access MyAurion to select the Generosity Day leave. This will provide you access to the volunteering application form to complete and to be sent through to LVRC. Once a placement has been confirmed from LVRC, you then book in the date through MyAurion and send through for approval by your manager.

Q: Can I choose where I am placed?

A: LVRC will send you an email to provide you with choices on volunteering placements. This is managed by LVRC who will try to provide a placement relating to your skill set or the particular interest you selected on the volunteering application form.

Q: Are group/team volunteering placements available?

A: Yes. Group/team placements will be managed by LVRC.

Q: Who supplies the resources? Eg. Cleaning products, gardening tools, groceries etc.

A: It is up to the non-for-profit organization to provide the resources.

Q: Do I need to be inducted with WH&S procedures when I attend my volunteering placement?

A: This depends on the non-for-profit organization. Please contact Council's WH&S team should you have any questions.

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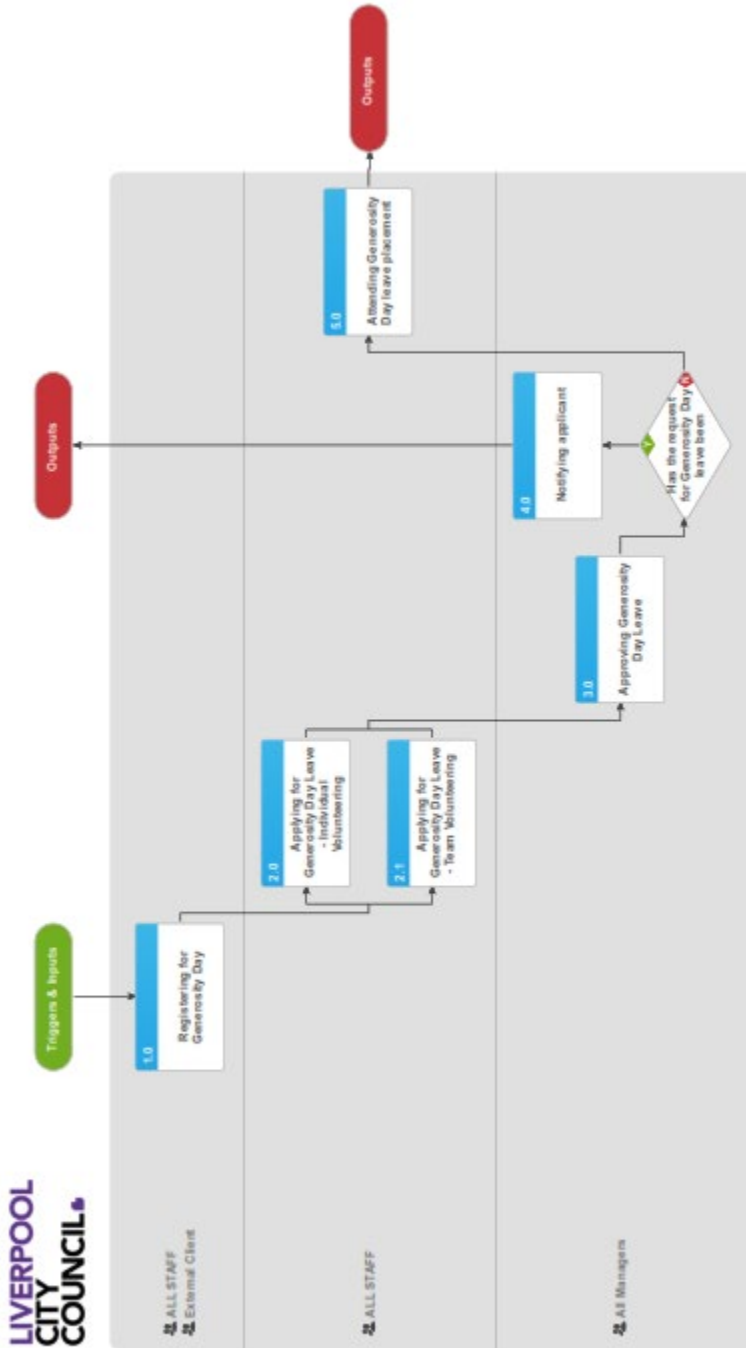
Q: Where can I volunteer?

A: As part of the Generosity Day initiative, you can only attend volunteering placement within the Liverpool local government area. Volunteering activities will be managed by LVRC as part of the partnership agreement with Council.

Generosity Day Policy (Workplace Volunteering)

APPENDIX 3 –

Generosity Day Procedure [In Progress] v0.8



Generosity Day Policy (Workplace Volunteering)

Generosity Day Procedure [In Progress] v0.8



Summary

Objective

Council is committed to encouraging employees to make a direct practical difference with workplace volunteering. Council supports the introduction of a generosity day initiative allowing an employee to take a day of per annum to undertake a Generosity Day voluntary work placement.

Background

The Generosity Day initiative was introduced by encouraging staff to volunteer in activities that occur during their regular working hours and that supports the 'Generous' Values within our Vision: Aspiring to do great things - for ourselves, our community and our growing city.

Owner George Hampouris

Expert Peta Kinnane

Procedure

1.0 Registering for Generosity Day

ALL STAFF, External Client

- a Complete the Generosity Day automated Volunteering Application Form.

NOTE Where do I find the application form?

The application form is accessed on the Generosity Day intranet page and through MyAurion Generosity Day in My Forms.

- b All staff are to confirm the following information on the electronic form

NOTE The category of volunteering activity that is being requested eg. general volunteering, team volunteering

NOTE The nature of the activity that the employee will be undertaking

This is managed by the Liverpool Volunteer Resource Centre (LVRC) and their partnership with Council. An email will be provided to the employee from LVRC.

NOTE The time/date that you as the employee are proposing to participate in the volunteer placement.

The time/date will firstly be confirmed by the employee with LVRC via email.

- c Once the volunteering placement and date and time has been initially selected, LVRC will confirm the placement through MyAurion which will then be submitted automatically to the employees Manager for approval.

2.0 Applying for Generosity Day Leave - Individual Volunteering

ALL STAFF

- a Access MyAurion and select the 'Dashboard' tab and select 'My Forms'.
- b Select ADD to choose the Generosity Day form.
- c Navigate to Form and select Generosity Day
- d Complete the automatic form by answering all questions and select SUBMIT

- e Liverpool Volunteer Resource Centre will be notified electronically and will contact you via email to work out a agreed volunteering placement.
- f Liverpool Volunteer Resource Centre will send a confirmation email highlighting the relevant details of the placement and will submit this to your Manager for determination.

NOTE The employee's manager will use this information to assess whether the request can be accommodated and to ensure that no conflict of interest exists and therefore will approve.

2.1 Applying for Generosity Day Leave - Team Volunteering

ALL STAFF

NOTE What if I want to participate in a team volunteering placement?

The automatic form has a question asking if you would like to participate as a team Please select this box. The Liverpool Volunteering Resource Centre will contact you and verify alternative arrangements for team volunteering placements.

3.0 Approving Generosity Day Leave

All Managers

- a Click email link to access the automated form through MyAurion.

- b Review Generosity Day leave application request.

NOTE Ensure if 'tools of trade use' is identified - at least four weeks notice in advance needs to be taken into consideration to ensure there are no conflicts with the employees regular schedule activities.

Refer to 'Generosity Day Policy' (Workplace Volunteering) for further details on 'tools of trade use' in definitions.

Generosity Day Policy 2019

Has the request for Generosity Day leave been approved?

All Managers

YES... NEXT ACTIVITY

NO... Continue

4.0 Notifying applicant

All Managers

NOTE The employee will be notified as to why the application for leave has been refused by the Manager. The employee can then reschedule an alternative date by re-confirming with Liverpool Volunteering Resource Centre.

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5.0 Attending Generosity Day leave placement ALL STAFF

- Ensure the Liverpool Volunteering Resource Centre confirmation email details are followed by attending the placement on the correct date & time. Notes are provided on the confirmation email eg whether your need to wear (PPE) covered shoes, take your lunch etc.

NOTE What if I cannot attend on the day?

You will need to contact the name of the contact person on your confirmation email immediately (name and mobile phone details provided) and also advise your Manager. An alternative date can then be rescheduled.

Owner
Process Expert Peta Kinnane

CONSULTED
Those whose opinions are sought

STAKEHOLDERS
None Noted

STAKEHOLDERS FROM LINKED PROCESSES
None Noted

INFORMED
Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Triggers & Inputs

TRIGGERS

Starts	Frequency	Volume
Engage in workplace volunteering activities	Annual	1

INPUTS

Input	From Process	How Used
Applying for Generosity Day Leave	Workplace Giving (Charity Donations)	MyAurion application request

Systems

None Noted

Outputs & Targets

OUTPUTS
None Noted

PERFORMANCE TARGETS
None Noted

Process Dependencies

PROCESS LINKS FROM THIS PROCESS

Process Name	Type of Link	Assigned Role
Workplace Giving (Charity Donations)	Input	-

PROCESS LINKS TO THIS PROCESS

None Noted

RACI

RESPONSIBLE
Roles that perform process activities
All Managers, ALL STAFF, External Client

Systems that perform process activities
None Noted

ACCOUNTABLE
For ensuring that process is effective and improving
Process George Hampouris