



Community Service Leave Procedures for the Indiana Department of Child Services (DCS)

Effective: 4/1/2022

Procedures below have been developed by DCS to implement the Indiana State Personnel Department (SPD) Policy [Community Service Leave](#), effective March 7, 2022. These procedures do not replace any part of the SPD Policy and are intended only to outline responsibilities of DCS staff to implement the policy.

Responsibilities

DCS will clearly designate in advance any events for which the participation of agency employees is voluntary rather than assigned as part of their official duties.

The Employee seeking community service leave will:

1. Review the SPD Policy: [Community Service Leave](#) and comply with all requirements for securing and verifying leave;
2. Know the amount of their leave balances;
3. Request Community Service Leave by:
 - a. Completing step one (1) of the [State Employee Community Service Leave Program Request for Leave & Verification of Services Provided](#) form,
 - b. Submitting the completed form to the employee's direct supervisor as soon as possible but at least seven (7) days in advance of the requested leave, unless the request is to provide services in an emergency situation.
4. Ensure written approval of leave is received prior to absence;



Protecting our children, families and future

5. Ensure that the representative of the Governmental Entity or charitable §501(c)(3) organization for which voluntary service is performed completes step three (3) of the [State Employee Community Service Leave Program Request for Leave & Verification of Services Provided](#) form;
6. Provide the completed form to the employee's direct supervisor prior to submission of the timesheet which includes reporting of the leave;
7. Accurately report the leave on the employee's timesheet as "Community Service – CSV".

The Employee's direct supervisor will:

1. Review the SPD Policy: [Community Service Leave](#) and comply with all requirements to implement the policy in an appropriate and consistent manner;
2. Track each employee's use of community service leave within the calendar year;
3. Review each [State Employee Community Service Leave Program Request for Leave & Verification of Services Provided](#) form received and complete the first section of step two (2) on the form;
4. As soon as possible but at least four (4) calendar days prior to the date of the requested leave, submit the [State Employee Community Service Leave Program Request for Leave & Verification of Services Provided](#) form to the Regional Manager (RM), for field staff, or the Deputy Director (DD), for Central Office Staff, RMs, or Assistant DDs of Field Operations;

Note: Requests to provide services in an emergency situation may be submitted later, but must still receive all approvals prior to the date of the leave

5. Ensure the [State Employee Community Service Leave Program Request for Leave & Verification of Services Provided](#) form is received with all steps completed prior to approving community service leave on the employee's timesheet;
6. Place a copy of the completed [State Employee Community Service Leave Program Request for Leave & Verification of Services Provided](#) form in the employee's fact file; and
7. Take appropriate action, including discipline, when an employee fails to abide by the requirements of the SPD Policy: [Community Service Leave](#).

The RM or DD will:

1. Review the SPD Policy: [Community Service Leave](#) and comply with all requirements to implement the policy in an appropriate and consistent manner;
2. Review each [State Employee Community Service Leave Program Request for Leave & Verification of Services Provided](#) form received and complete the second section of step two (2) on the form;



Protecting our children, families and future

3. Prior to the date of the requested leave, return the [State Employee Community Service Leave Program Request for Leave & Verification of Services Provided](#) to the employee to notify them of approval or disapproval; and

Note: If disapproved, the reason must be stated on the form.

4. Notify the employee's direct supervisor in writing (email is acceptable) of the approval or disapproval of the leave request.

