




U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
THE DEPUTY SECRETARY  
WASHINGTON, DC 20410-0050

August 29, 2005

MEMORANDUM FOR: Principal Staff  
FROM:   
Roy A. Bernardi  
SUBJECT: Volunteerism

Federal employees donate many hours of volunteer service. The Office of Personnel Management has issued guidance on scheduling work and granting time off to permit federal employees to participate in such activities. The Department of Housing and Urban Development is an agency that is committed to helping ensure that everyone has adequate housing. As such, we are very much aware that volunteers are critical to the accomplishment of this goal.

HUD is committed to supporting its employees who engage in volunteer activities including our Adopt-A-School program. Allowing an employee to take time off to participate in a volunteer activity does not mean that the Department endorses the activity. It means that we support the efforts of our employees to give of themselves through volunteerism. In addition, the Department will continue to support specific volunteer opportunities that are directly related to its mission.

Managers and supervisors must consider all requests for changes in work schedules and absences from the office in relation to current workload and deadlines for completion of assignments. However, managers and supervisors are strongly encouraged to allow employees to utilize the following options in support of their volunteer activities.

**Alternative Work Schedule:** An employee may consider requesting a change to an Alternative Work Schedule to accommodate a regular, recurring volunteer activity that occurs during the normal work hours. The process for requesting a change to the Alternate Work Schedule may be found in the Alternative Work Schedule Programs Policies and Procedures Guide dated June 1998.

**Credit Hours:** Earning credit hours is another tool available to allow employees to participate in volunteer activities during normal work hours. Employees must notify their managers and supervisors, via HUD Form 25018, of their intent to work credit hours prior to actually working the additional hours. More detailed information on earning credit hours is included in the Alternative Work Schedule Programs Policies and Procedures Guide dated June 1998.

**Annual Leave:** Employees may request use of annual leave to participate in local, national, and international volunteer activities. They must apply for annual leave by submitting an OPM Form 71, Request for Leave. Such requests should be submitted as early as possible to allow any adjustments or changes in work assignments.

**Leave Without Pay:** Employees may request use of leave without pay to participate in volunteer activities. Managers and supervisors are encouraged to act favorably upon such requests. Such requests should be submitted as early as possible to allow any adjustments or changes in work assignments.

**Administrative Leave:** The Department will consider granting up to 8 hours administrative leave per month to employees without loss of pay or charge to leave for volunteer activities for non-profit organizations. Administrative leave will be considered when granting administrative leave is not prohibited by law and one or more of the following conditions are met: (1) the absence is directly related to the Department's mission; (2) the absence is officially sponsored or sanctioned by the Secretary of HUD; (3) the absence will clearly enhance the professional development or skills of the employee in his or her current position; or (4) the absence is brief and is determined to be in the interest of the Department. Requests for administrative leave must be submitted in writing, at least three weeks in advance. The written request must include the name of the organization sponsoring the volunteer activity, the location, the date(s), detailed information describing the volunteer activity, and which of the condition(s) above they believe apply to the volunteer activity. Managers and supervisors shall respond to such requests within one week.

For emergency situations such as natural disasters, terrorist attacks, etc., the Department will consider granting additional hours of administrative leave in accordance with any applicable law, regulation, Executive Order, or other similar directive. Additional time will be considered on a case-by-case basis.

Part-time employment and job sharing may be a viable option for some employees in connection with performing volunteer service. Employees should also be aware that returning to a full-time work schedule will be considered based upon available work and funding.

The Department thanks all of its employees who volunteer their time and expertise to help others and to help make this world a better place to live.

If you have questions, please contact Linda Hawkins, HR Policy Research and Development Division. She can be reached on (202) 708-9112, ext. 3095.