



CITY OF CORNER BROOK

Policy & Procedure

Index	Human Resources	Section	Vacations, Holidays, Employee Leave & Education		
Title	Community Volunteer Day	Policy Number	10-01-02	Authority	Council
Approval Date	June 22, 2026	Effective Date	June 22, 2026	Revision Date	

Purpose

The City of Corner Brook recognizes the value of community involvement and encourages employees to contribute their time and skills to recognized community groups and organizations. This policy establishes provisions for one (1) paid volunteer day per calendar year to support employee engagement, civic pride, and community well-being.

Policy Statement

Eligible employees are entitled to one (1) paid day per calendar year to volunteer with an approved community group or organization. Volunteer days must be taken within the calendar year and do not carry forward or accumulate. This leave is intended to support community engagement and is separate from vacation, sick leave, personal days, or other form of paid leave.

This policy applies to all full-time and part-time non-union and management employees of the City of Corner Brook. Unionized employees may be eligible where provisions are consistent with the applicable collective agreement.

Definitions

Community Group/Organization: A registered non-profit, charitable, educational, recreational, cultural, environmental, or community service organization operating within or supporting the broader community. Political organizations and activities intended to generate personal financial gain are excluded.

Volunteer Day: One (1) paid workday, equivalent to the employee’s regular scheduled hours, granted annually for approved volunteer service.

Eligibility

To be eligible employees must have completed their probationary period in good standing. The volunteer activity must be approved in advance by the employee’s director, and the activity must not create a conflict of interest or reputational risk to the City of Corner Brook.

Approval Process

Employees must submit a Volunteer Day Request Form and obtain approval from their immediate supervisor with final approval from their respective department head/director. The form must be submitted for approval at least two weeks in advance of the volunteer activity.

Approval is subject to operational requirements and staffing levels; however, it will not unreasonably be denied. Management reserves the right to request confirmatory information in the form of written proof of attendance.

Conflict of Interest

Employees must ensure the volunteer activity is not political or advocacy-based and does not conflict with City policies, including conflict of interest, personal or family-related obligations, outside employment, and code of conduct policies.

Record Keeping

Approved volunteer days will be tracked by Human Resources for reporting and auditing purposes.

Policy Review

This policy will be reviewed periodically to ensure alignment with organizational objectives and best practices.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

[REDACTED]
MAYOR

[REDACTED]
CITY CLERK

