

## **Extended Volunteer Leave Due to COVID-19 Administrative Regulation Frequently Asked Questions**

### **1. How do I sign up to volunteer?**

- a. Volunteer opportunities are available through the [Arizona Department of Health Services website](#).

### **2. Are employees eligible to receive twelve (12) hours in total or per month?**

- a. Employees are eligible to receive twelve (12) hours in total.

### **3. What if I want to volunteer more than 12 hours during my designated work time?**

- a. Employees requesting more than 12 hours of leave to volunteer for COVID-19 support would need to request vacation time for the additional hours.
  - i. For example, if an employee works two eight-hours shifts. The first day and half of the second day would be covered under the Extended Volunteer Leave. The additional four hours would need to be requested through vacation time.

### **4. How do I request the Extended Volunteer Leave?**

- a. Employees request leave by sending an email to their supervisor with the information stipulated in the policy. The supervisor must provide their approval in writing in response to the email.

### **5. Do I need to submit my approved request anywhere?**

- a. No. Once your supervisor approves the request it is complete.