

Goshen College Employee Community Service Program

OUR CORE VALUE: SERVANT LEADERSHIP

We believe that servant leadership is reflected perfectly in the life and person of Jesus Christ. We humbly set aside self-interest for the interests of others, because love for others builds up God's community. By following Christ's example, we create a culture characterized by joyful service.

Matthew 20:26-28: "But whoever wishes to be great among you must be your servant, and whoever wishes to be first among you must be your slave; just as the Son of [God] came not to be served but to serve, and to give his life as a ransom for many."

PROGRAM DESCRIPTION

- All full-time employees are eligible to take up to 2 DAYS (16 hours) to do community service per year. Hours may be taken at one time or divided into individual days as approved by the supervisor.
- Part-time employees are eligible for the equivalent percentage of hours prorated to the number of hours they work per year.

PROCESS

- Employees who wish to participate in this program must request approval from their supervisor for the time off of work.
- Tracking of employees' time-off will be handled as follows:
 - o Hourly employees should enter their time as Regular hours in their timecard, then select Service under the Project category.
 - o Salaried employees should login to their vacation/sick leave module located at: <http://www.goshen.edu/hr/vsl>. Select the date, enter the number of hours, then click on Service Time.