

## How Can I Help?

### School Assistance

#### Pre-School through High School

- Meet with your children's teacher or administrator in either a public or private school
- Attend a school function in which your children are participating
- Perform volunteer work approved by any teacher or administrator to assist a public school

### Volunteer Service

- Provide voluntary service as part of an organized project sponsored by a community, national, or service organization
- Examples: donate blood, deliver meals to the elderly, attend non-profit board and committee meetings, volunteer for Scouts, Big Brother/Big Sister or other non-profit organization
- Serve on Volunteer fire departments and rescue squads

## How Much Time Do I Have?

- 16 hours per year for full-time classified staff and admin/professional faculty (pro-rated for part-time)
- An additional 8 hours per year if you serve with a volunteer fire department, rescue squad or auxiliary unit
- Can use it in one hour increments or more

**Support Your  
Community**

## **School Assistance and Volunteer Service Leave**

***Share Mason's Time to Give Back  
to Your Community!***

Mason can help you make a difference in your community. Plan to use your School Assistance and Volunteer Service Leave.

Every year.

Questions? Call

HR & Payroll at 3.2600.



**Be sure to get  
supervisor approval!**