

Volunteer Time Off (VTO) Questions & Answers

1. Can I use VTO for donating platelets?

A: Yes, because the donation of platelets is a lengthy process and there is no direct benefit (payment) to the donor, this volunteer opportunity is an appropriate use of VTO. Note: Regular donation of blood (whole or double red) is not appropriate for the VTO program due to not meeting the 4-hour minimum program requirement. Also, donation of plasma is not appropriate for the VTO program due to the monetary benefit to the donor.

2. For Health Care staff, how do I request VTO since I use Smart Square instead of UltiPro on a regular basis?

A: Staff that use SmartSquare for time off requests will need to go directly to their supervisor for VTO, and the supervisor will add it into UltiPro prior to the VTO requested date.

3. What if I need help finding a place to volunteer?

A: For assistance in finding a non-profit 501(c)(3) organization, visit the following website: www.charitynavigator.org. Select 'Advanced Search'. From there you can search by city, state and even category/cause. For difficulties finding an organization or navigating this site, ask your manager or HR manager for assistance.

4. I am a new employee. When am I eligible to use VTO?

A: VTO is added on January 1st each year. If you start January 2nd, you will need to wait until January 1st of the following year to use VTO. All active employees with .7 FTE and above who are employed with Immanuel as of January 1st are eligible for 8 hours of VTO for that calendar year.

5. Are there instructions on how to request VTO? Instructions to approve VTO?

**A: Yes, please refer to the HowTo link:
[T:\Resource\HumanResources\HRHowTo's\UltiPro](#)
You will find the *Request* instructions in the Employee folder and the *Approve* instructions in the Supervisor folder.**

6. Do I need proof of my volunteer work?

A: You are required to state the non-profit where you are volunteering in the Comments section of your VTO request. After your supervisor's approval, there is no further action required.

7. Can VTO hours be added on to my workweek?

A: VTO is designed to be used during a regularly scheduled workday. Like PTO, your total hours including VTO may not exceed your FTE status.

If you have additional questions beyond those outlined through meetings or communications, please don't hesitate to talk to your manager or an HR manager.