



VOLUNTEER TIME OFF (VTO) POLICY

Purpose

We believe in supporting the communities where we live and work. To encourage community involvement and charitable service, Oaks provides eligible employees with paid time off to volunteer with approved nonprofit organizations.

Eligibility

All regular full-time employees are eligible to receive one (1) paid Volunteer Time Off (“VTO”) day per calendar year. Part-time employees may receive a prorated benefit at the discretion of the Company. Minimum 90 days tenure with the company.

Benefit

Eligible employees may take up to eight (8) hours of paid time each calendar year to participate in approved volunteer activities during normal working hours.

- VTO is paid at the employee’s regular rate of pay.
- Unused VTO does not carry over to the following year.
- VTO has no cash value and will not be paid out upon separation of employment.

Eligible Volunteer Activities

Volunteer activities must support a recognized nonprofit, charitable, educational, or community organization.

Examples include:

- Food banks and shelters
- Youth mentoring or educational programs
- Environmental or community clean-up projects
- Animal rescue organizations
- Health and wellness nonprofits
- Disaster relief organizations

The following activities are not eligible:

- Political campaigns or lobbying
- Activities for for-profit organizations
- Religious activities intended primarily to promote a specific faith
- Court-ordered community service
- Organizations or activities inconsistent with Oaks values or policies

Oaks reserves the right to approve or deny any volunteer request.

Approval Process

Employees must submit a VTO request to their manager in advance, including:

- Name of the organization
- Date and time of volunteer activity
- Brief description of the volunteer work

Approval is subject to business and staffing needs.

Employee Manager will enter in VTO on employee’s timecard.

Verification

Oaks may request reasonable documentation confirming participation in the volunteer activity.

Employee Conduct

Employees are expected to conduct themselves professionally while participating in volunteer activities and comply with all applicable Oaks policies.

Policy Administration

This policy may be modified, suspended, or discontinued by Oaks at any time, subject to applicable law.

Approved Organizations (still requires Manager/supervisor approval on date)

- Habitat for Humanity
- Verona Animal Shelter (Rochester Animal Services)
- Ronald McDonald House
- Passero Associates