

Solix allows for eligible employees to volunteer for an approved charity for up to four half days (3.75/4 hours) or two full days (7.5/8.0 hours) during regular work hours per calendar year. Volunteer services are those activities performed without compensation for the eligible charity. Volunteering during regular work hours is subject to supervisory and director discretion and approval to ensure that requested dates/times accommodate the organization's business requirements, as well as the employee's personal schedule. Prior to volunteering during regular work hours, the employee must submit a Volunteer Information and Approval Form approved by their manager and director and concurred by the Director- Internal Communications. Eligible charities include 501(c)(3) organizations, non-profit educational-related institutions (private and public schools) and public agencies.

Please let me know if I can be of further assistance,

**Lisa Tubbs**

**Director, Internal Communications**

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