

Tellabs Giving Time - Volunteer Grants Guidelines

Below are the guidelines for this program.

Description

Tellabs supports employees who give their time and talents back to the community.

Volunteering during business hours

Managers may approve reasonable time off for volunteer activities during the regular work day. Employees can take up to six days per year, for example four hours each month. Where available, employees should indicate “Volunteer” on their timesheets.

If a team or department chooses to volunteer as a group, there are additional guidelines:

- Notify volunteer@tellabs.com
- Participation is completely voluntary – never mandatory
- The group’s leader should work with the nonprofit to minimize risks and provide proper training
- Each employee must complete a waiver and return it to Myrta.M.Garcia@tellabs.com

Volunteering on personal time

Tellabs offers to match employee gifts of time to eligible organizations. Each time an employee volunteers 15 hours or more, she may request a Tellabs matching grant of \$125 (up to four times a year). Requests must be returned no later than 60 days from the final day service was rendered.

Submit your request through www.easymatch.com/tellabs.