



Volunteer Time Off

Giving through volunteering

Company-sponsored Volunteer Time Off (VTO) allows team members the opportunity to volunteer at any 501(c)(3) charity during work hours. Taking time away from work using VTO is another way team members can give back.

Who is eligible to participate?

VTO becomes available on the 90th day of employment with the company.

- **Regular full-time** (hourly and salaried) team members may use 16 hours of VTO per calendar year.
- **Part-time** (hourly) team members who work at least 20 hours per week may use 8 hours of VTO per calendar year.

Seasonal and on-call employees are encouraged to participate in our volunteer efforts. However, they are not eligible for VTO.

How are VTO hours paid?

As with PTO, team members will be paid at their base pay rate or minimum wage, whichever is greater, for approved volunteer hours taken. VTO will not be approved if it enables a team member to earn overtime pay in a given pay period.

How many VTO hours are allowed?

- The maximum number of VTO hours per calendar year is **16 for full-time** team members and **8 for part-time** team members.
- Vice President-level approval is required for any exceptions.



Approval Processes

Requesting VTO

To volunteer using VTO hours, team members must request the time off in advance through Kronos the same way they request PTO and floating holidays. Reasonable advance notice as defined by individual departments is required, and work demands take priority over VTO requests. Department leaders should consult with Human Resources with any questions or concerns before approving or denying requests.

Notes:

- Team members can decline to participate in a department-led volunteer opportunity. However, they are expected to report to work on the day of the event and work their regular schedule.
- VTO is refreshed on January 1 of each calendar year, and hours cannot be accrued or carried over into the following year.
- VTO and PTO cannot be combined or used interchangeably.
- Any team member representing Holiday Inn Club Vacations at a volunteer opportunity is encouraged to wear a branded *Heart Travels* shirt (team member volunteers are provided one shirt per year).
- Holiday Inn Club Vacations reserves the right to modify, amend, suspend or discontinue this program at any time without prior notice.

Contact

If you have questions, please email hearttravels@holidayinnclub.com.