YOUR LOGO HERE

Good Time Policy

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**Employee Handbook**

**(YOUR COMPANY)** offers four paid hours of on-the-clock volunteer time each month to employees who wish to donate time and talent to a nonprofit of their choice. (See Good Time document for details.) At the onset of each month, we send out an email reminder that includes a link to our Good Time **(TRACKING SYSTEM / FORM)**. All Good Time hours must be submitted on a monthly basis and donated to a registered nonprofit.

**Employee Announcement & Document**

Over the years, we have made several attempts to volunteer and give back as a team, but conflicting personal commitments, meeting schedules and varying workloads have made it a bit of a challenge to get everyone in the same place and the same time. Nonetheless, our commitment to empowering the humans of **(YOUR COMPANY)** to pay-it-forward by giving back remains.

We’re happy to announce that as of **(START DATE)** **(YOUR COMPANY)** will be offering each employee four paid on-the-clock hours a month to donate their time and talent to the cause or organization of their choosing.

This new perk will provide each team member with four flexible hours a month to individually give back to a cause they are passionate and excited about. That could mean anything from donating professional services related to your job description to simply volunteering outside of the workplace. It’s your choice.

**How it Works**

It goes without saying (but we’ll say it anyway) that Good Time hours will need to be scheduled in a responsible manner, keeping your other work priorities and deadlines in mind. How you manage your volunteer time (or whether you participate at all) is up to you. All we ask is that you submit your hours on a monthly basis so we can celebrate our collective give-back impact. You can do that in just a few clicks here: **(TRACKING SYSTEM / FORM).** If you do choose to participate, all hours must be submitted on a monthly basis and donated to a registered nonprofit.

**Where to Find Opportunities**

If you don’t have an organization or cause in mind, [goodfour.us/getinspired](http://goodfour.us/getinspired) has great resources and ideas for kick starting your Good Time.

**Why we’re doing this**

Good Time makes sense for us in a few different ways, not the least of which being that we are a company rooted in passion and the belief that business has the power to positively impact people and the world. We know that everyone on the **(YOUR COMPANY)** team shares a belief that good things and people are drawn to us when we create more good in the world.

In addition, giving back…

*Creates goodwill under the* ***(YOUR COMPANY)*** *flag, opening the door to potential new opportunities.*Our people are our greatest ambassadors. More of our team members out doing good in the world = more opportunities to meet great people and show off that special something we bring to the table. You never know when a personal connection could turn into a professional connection.

*Provides our team members with an opportunity to grow and flourish by trying something new.*Volunteering is a great way to stretch yourself in the pursuit of ongoing personal growth. Go forth… try, fail, succeed, be impacted, create impact, be human, and grow! We believe individual growth is great for team growth.

*Is a great way to attract new people to our team.*Science says so! “[61 percent of millennials](http://www.forbes.com/sites/sage/2014/05/26/why-paying-your-employees-to-volunteer-pays-off/) say that an employer’s commitment to community would play a role in their decision to accept or decline a job offer. Employees who are passionate about something outside of work (their favorite cause or volunteer side gig) are more likely to be passionate *at* work. Volunteerism perks help attract passionate people who will bring that same passion to your company’s mission.” Those are exactly the kinds of people we want to add to our team as **(YOUR COMPANY)** continues to grow.

**Questions?**

Reach out to **(HR CONTACT)**

***Go forth and do good!***