

SAMPLE INACTIVE VOLUNTEER & TRANSFERRING VOLUNTEER POLICY



Standards 7.B.3-4.

Leave of Absence (Inactive Volunteer)

A CASA Volunteer may request a Leave of Absence from the CASA of West Texas program at any time. The length of the Leave of Absence may be up to one calendar year from the beginning date of the leave. After one calendar year, the volunteer will no longer be eligible to return to his/her duties as a CASA volunteer, unless the individual completes a *Returning CASA Refresher Course*, as detailed in the "Volunteer Transfer from another CASA Program to CASA of West Texas." policy below.

Volunteer Transfer from another CASA Program to CASA of West Texas

A CASA Volunteer who transfers from another CASA program must complete a CASA of West Texas Volunteer Application and participate in *all* necessary background checks. They will also participate in an in-person interview and complete CASA of West Texas *Returning CASA Refresher Course* as outlined below.

Returning CASA Refresher Course

Due to the changing format of the commonly used work forms of CASA of West Texas, it is the policy of CASA of West Texas to offer a mandatory refresher course to any CASA volunteer who takes a leave of absence, whether medically or otherwise, for a length of time that exceeds one (1) calendar year from the time of departure of volunteer work with CASA of West Texas. For a CASA volunteer to be considered reinstated, a documented discussion with the Volunteer Coordinator must be approved by the Executive Director, with completion of the refresher course. The Executive Director will then place this document into the volunteer file. The refresher course will consist of one hour training with the Volunteer Coordinator to discuss new work-related forms, policies and/or procedures that may or may not have changed within the one (1) year leave of absence. The CASA refresher course length may vary from the one hour time length, as the needs for training vary and depending on the amount of documentation, policies and/or procedures that have changed in the time the CASA volunteer is not considered active.

Failure to adhere to the *Returning CASA Refresher Course* policy will result in a denial for request of reinstatement by the CASA volunteer as determined by the Executive Director and Board of Directors.