

- I. **POLICY**: The University encourages its employees to live out service to others and to reflect on questions of value and meaning. This policy is designed to support the objectives of increasing voluntary community service and encouraging reflection as an integral part of our outreach and

limited to no more than two immersion trips every three years, unless it is required as part of the employee's current job requirements.

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the Vice President of the respective division.

I. CROSS REFERENCES:

Hours Worked and Overtime Policy

II. ATTACHMENT:

[Mission Leave Schedule](#)