

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**And**  
**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**  
**NATIONAL COUNCIL OF HUD LOCALS 222**

**SUBJECT:** Administrative Leave for Non-Profit Volunteers

**SCOPE:** The scope of this memorandum of understanding encompasses the procedures and conditions for employees to request and use administrative leave for volunteer services to non-profit organizations.

1. Allowance Of Time: Supervisors may approve administrative leave for non-profit volunteer purposes not to exceed an average of eight (8) hours per month per twelve (12) month period.
2. Required Criteria: The volunteer activity must meet one of the following four (4) criteria: (1) the absence will clearly enhance the professional development or skills of the employee in his/her current position; (2) the absence is brief and is determined to be in the interest of the Department; (3) the absence is officially sponsored or sanctioned by the Department or (4) the absence is directly related to the Department's mission. Examples of the Agency's mission include, but are not limited to, any program or activity which a city or town may support under the CDBG program or other HUD program or which is related to housing or community development, such as Girls' and Boys' Clubs, Big Sisters/Big Brothers, volunteer firefighters, Red Cross emergency relief, and many more.
3. Request/Approval Procedures: Requests for administrative leave pursuant to this memorandum of understanding must be made in advance and in writing. The request must include the name of the organization sponsoring the volunteer activity, the location, the date(s), detailed information describing the volunteer activity and which of the required criteria contained in Article 2 apply to the activity in question. The supervisor shall respond promptly, but no later than one (1) workweek after receipt of the written request.
4. Emergency Circumstances: If circumstances preclude an advance, written request for administrative leave, an employee may request approval of annual leave in accordance with established procedures. The employee must then submit the required written request promptly after the conclusion of the volunteer activity.
5. Amount Of Leave: The amount of leave approved should be reasonable under the circumstances.

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6. No Adverse Consequences: Employees shall not suffer any adverse consequences to their performance ratings or other working conditions (e.g. workload, eligibility for the Alternative Work Schedule Program, promotions, career ladder status) as a result of their approved use of administrative leave for volunteer purposes.

**APPROVED:**

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Roy A. Bernardi  
Deputy Secretary

**APPROVED:**

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Carolyn Federoff  
President, National Council  
of HUD Locals 222