

## >>>> ONE HOUR A WEEK = A LIFETIME OF BENEFITS

### It's one of Massachusetts' best-kept secrets:

As a state employee, you have up to the equivalent of one work day per month to mentor a child. This opportunity is part of Governor Patrick's Executive Order #479 and the State Employees Responding as Volunteers (SERV) program.

Massachusetts has one of the most generous mentoring leave programs in the country. Yet, too few employees take advantage of this opportunity. With thousands of children on waiting lists for mentors across the state, if just 10 percent of Commonwealth employees used their mentoring leave time, that number would fall to zero.

It doesn't take a lot of time or special training to be a mentor. All it takes is a kind heart, and one hour a week. Mass Mentoring Partnership (MMP), the umbrella agency for youth mentoring in Massachusetts, can connect you with one of the thousands of mentoring opportunities in the state. We'll find something that works for you.

Check out opportunities at [www.massmentors.org](http://www.massmentors.org) or call Mass Mentoring at 1-866-MASS-MENTOR (627-7636) to learn more.

“ Having a mentor has allowed her to experience things that she wouldn't normally get to do, and for me, I've been given the opportunity to see life through a child's eyes. ”

— SUSAN MONTGOMERY-GADBOIS,  
Department of Revenue

# COMMONWEALTH OF MASSACHUSETTS MENTORING LEAVE TIME

Part of:  
STATE EMPLOYEES RESPONDING AS VOLUNTEERS PROGRAM

Mass Mentoring Partnership, established in 1992, is the only statewide nonprofit organization dedicated to strategically expanding mentoring to meet the needs of youth across Massachusetts. MMP provides training, technical assistance, networking, advocacy support and resources to more than 130 mentoring programs. Our work with these programs has resulted in thousands of constructive and supportive mentoring relationships.

Together with the Massachusetts Service Alliance, MMP helped to create the Mentoring Leave program for Commonwealth employees that was officially launched in 1997 as part of the Commonwealth's commitment to America's Promise.

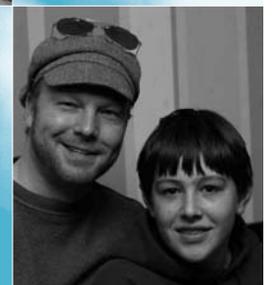
For more information about  
Mass Mentoring Partnership:

[www.massmentors.org](http://www.massmentors.org)



# COMMONWEALTH OF MASSACHUSETTS MENTORING LEAVE TIME

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A little time can  
make a HUGE difference.

## YOUR BENEFITS

- **Incomparable personal satisfaction.** Enrich your life by enriching a child's.
- **Development of interpersonal skills.** Improve your ability to relate to others, both at home and at work.
- **Improved health.** Like exercise, the act of helping others releases feel-good hormones called endorphins that reduce stress, protect the heart, and even lengthen your lifespan.
- **Getting paid to help a child.** Take advantage of mentoring leave without loss of pay or benefits for up to the equivalent of one work day per month.

## YOUR MENTEE'S BENEFITS\*

- **Improvement in school.** For over 60% of children with mentors, grades improve and absenteeism decreases.
- **Increase in personal development.** More than 70% of children with mentors gain self-confidence, strengthen relationships, and have more hope for the future.
- **Decrease in high-risk behaviors.** Over 60% of children with mentors are less likely to use drugs, alcohol and have violent tendencies.

\* Liberty Mutual/UMass Donohue Institute (2006)

## HOW YOUR MENTORING LEAVE WORKS:

Taking advantage of your mentoring leave is easy. Below is basic information. Further details and forms can be found at [www.mass.gov/HRD](http://www.mass.gov/HRD), or you can speak with the human resources representative for your department. To learn more about youth mentoring programs, contact MMP at 1-866-MASS-MENTOR or [www.massmentors.org](http://www.massmentors.org).

### 1 WHICH YOUTH MENTORING OPPORTUNITIES ARE ELIGIBLE?

With the exception of faith-based programs, virtually all youth mentoring opportunities are eligible for mentoring leave.

### 2 ARE ALL EMPLOYEES ELIGIBLE TO PARTICIPATE?

Full- and part-time employees of the Commonwealth's Executive Branch agencies and Higher Education Institutions who have been employed for at least six months are eligible to take advantage of mentoring leave. Leave time is pro-rated for part-time employees.

### 3 WHAT KIND OF APPROVAL IS NEEDED?

If you're interested in taking advantage of your mentoring leave, just follow this process:

- Contact MMP to find an eligible youth mentoring program. ([www.massmentors.org](http://www.massmentors.org))
- Submit a SERV Program Leave Request Form to your supervisor. ([www.mass.gov/HRD](http://www.mass.gov/HRD))
- Once your supervisor approves the form, send it to your department's HR office.
- Remember, time is granted only for mentoring that takes place during your normal work schedule.

### 4 WHAT SCREENING PROCESS WILL A MENTORING PROGRAM REQUIRE?

Finding the right mentor/mentee pair is of critical importance, so please be patient. Each mentoring program has its own application, screening and orientation process that can take several weeks to complete before you are matched with a child. A background check for any criminal records is required for all mentoring programs.

### 5 ONCE I'M MATCHED WITH A CHILD, WHAT OTHER APPROVAL PROCESS IS NEEDED?

Each time you mentor, you're required to submit a "Verification of Volunteer Services" form to your HRD representative that has been signed by you, the mentoring program representative and your supervisor.

### 6 DO I HAVE THE ABILITY TO MENTOR OUTSIDE OF AN APPROVED PROGRAM?

Yes. Submit information about the mentoring program to your human resources representative who will work with MMP to approve the program. If your agency would like to develop a partnership with a local school, submit a one-page proposal to the Human Resources Division.

