

**REQUEST FOR COMMUNITY SERVICE LEAVE**

(FSSP 21-0019 Addendum 1)

Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Date(s) and Time(s) of Community Service activity: \_\_\_\_\_

Number of Hours Requested \_\_\_\_\_

Please indicate the type of Community Service Activity and provide the indicated information:

\_\_\_ Meeting with a teacher or administrator concerning the employee’s child.

Name of School: \_\_\_\_\_

Name of teacher/administrator: \_\_\_\_\_

\_\_\_ Attending any function sponsored by the school in which the employee’s child is a participant. This provision shall only be utilized in conjunction with non-athletic programs that are a part of or supplement to the school’s academic or artistic program.

Name of School: \_\_\_\_\_

Describe function: \_\_\_\_\_

\_\_\_ Donating time to perform school-approved volunteer work approved by a teacher, school administrator, or program administrator.

Name of School: \_\_\_\_\_

Describe school-approved volunteer work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_ Donating time to perform a service for a community service organization. It does not include attendance or participation in an event in which no service is performed. The University’s Community Leave Policy defines Community Service Organizations as “a non-profit, non-partisan community organization, which is designated as an IRS Code 501(c)(3) agency, or a human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly.”

Name of Community Service Organization: \_\_\_\_\_

Address: \_\_\_\_\_

**I certify that the above information is correct. I understand that falsification of any Leave Document, including this request, violates University and State policy, and could result in disciplinary action.**

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

The Request for Community Service Leave is approved per the Supervisor’s best interpretation of existing University policy.

\_\_\_\_\_  
Supervisor Signature

Date: \_\_\_\_\_

The Request for Community Service Leave is **not** approved per the Supervisor’s best interpretation of exiting University policy because (brief explanation) \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature