

Mission/Community Service Request Form

Employee Name: _____ ID#: _____

***Complete the request below and return to the Office of Human Resources**

The Mission/Community Service Policy was developed to provide employees the opportunity to (voluntarily) participate in College sponsored retreats/reflections, community service experiences or approved mission-related service activities that occur during regularly scheduled work days.

Eligibility:

1. You must work in a full-time position or regular part-time position equivalent to at least 20 hours per week.
2. You must have completed at least one year of service with the College.

Type of Mission/Community Service: _____

Date(s) of Mission/Community Service: _____

Number of days/hours requesting: _____

Total number of days used this calendar year: _____

***Please note:** Full-time employees can take a **maximum of three working days per calendar year** under this benefit. Eligible leave amount is pro-rated for part-time employees.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____