

Volunteer Time Off Form

The Volunteer Time Off Policy allows all regular benefit-eligible employees up to one day of paid time off from regularly scheduled work hours each fiscal year to perform volunteer services (see policy for limitations on volunteer opportunities).

Step 1: Complete prior to volunteer service

Name: _____

Department: _____

Organization: _____

City, State: _____

Date: _____

Start – End Time: _____ Half-Day Full-Day Other _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Step 2: Volunteer service confirmation

Representative's Name: _____

(printed) Representative's Phone or Email _____

Representative's Signature: _____

Date: _____