



Volunteer Time Off Form

The Volunteer Time Off Policy allows all regular benefit-eligible employees except residents and interns and those covered by a collective bargaining agreement up to four hours per quarter off from regularly scheduled work hours each fiscal year to perform volunteer services through approved organizations. **Please see** the Volunteer Time Off Policy for more details.

Step 1: Complete prior to volunteer service

Employee Name: _____ Employee ID: _____

Department: _____

Requested Volunteer Time Off:

Organization: _____

City, State: _____ Date: _____

Start _____ End Time: _____ Half-Day ☐ Full-Day ☐

Supervisor Name: _____ (printed)

Supervisor Signature: _____ Date: _____

Step 2: Volunteer service confirmation

Organization: _____

Representative's Name: _____ (printed)

Representative's Phone or Email: _____

Representative's Signature: _____ Date: _____

Step 3: Employee returns signed form to supervisor

Employees should also retain a copy for their own records.

Volunteer time is entered as "VT" in HR Direct

Step 4: Supervisor sends completed form to the Office of Human Resources

Thank you for helping the community by volunteering!

** The Supervisor will track the Employee's Volunteer hours*