

**Benefit:** Eligible staff can take a maximum of ten (10) working days during every three (3) calendar years. Employees can also add their vacation time to the mission and community service leave benefit or take time without pay, all subject to the approval of their supervisor.

**Eligibility:** Staff members, who have completed six (6) months of service and work in a regular, fulltime or regular, part-time position are eligible for Mission and Community Leave time.

**Directions:** The employee is to complete the *Employee* section of the form, forward to the Office of Human Resources. The Office of Human Resources will review for applicability to the policy and availability of requested time and forward to the employee to present to the Direct Supervisor/Department Manager. Human Resources does not approve or deny the time away. The Direct Supervisor and/or Department Manager should review to determine departmental needs, approve, or deny the request based on this factor and forward to the Divisional Vice President to acknowledge before returning to the Office of Human Resources for processing.

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**Step 1: To be completed by the EMPLOYEE:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Event or Activity: \_\_\_\_\_ Organization: \_\_\_\_\_  
Date(s): \_\_\_\_\_ Total # of workdays: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Step 2: To be completed by the Office of Human Resources:**

Employee is  is not eligible for Mission and Community Service Leave.  eligible for Mission and Community Service Leave.

**Step 3: To be completed by Department Leadership:**

This request is  is not approved for Mission and Community Service Leave

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Manager (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

Divisional Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

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**Step 4: Final Steps:**

The Office of Human Resources will send an email indicating approval or denial of the request to the employee, with a copy to the Direct Supervisor and/or Department Manager and Divisional Vice President, as well as Payroll, if approved.

<input type="checkbox"/>	<input type="checkbox"/>