**Community Service Leave Approval**

The following named employee has been approved for Community Service Leave for number of hours indicated.

Please print:

| Employee Name |  | Datatel ID# ( 7 digits): |  |
| --- | --- | --- | --- |

| Approving Supervisor Name: |  | Department: |  |
| --- | --- | --- | --- |

| Approved Leave Date: |  | Approved Hour (s): |  |
| --- | --- | --- | --- |

**Purpose of Leave** (mark one)

1. Meet with a teacher or administrator ***(attach supporting documentation)***

2. Attend school sponsored function (**Note:** This provision shall only be utilized in conjunction with nonathletic programs that are a part or supplement to the school’s academic or artistic program– see Administrative Procedures Manual for additional information) ***(attach supporting documentation)***

3. Perform school approved volunteer work ***(attach supporting documentation)***

4. Perform community service for Nonprofit IRS Code 501c3 agency (**Note:** Although religious organizations may be 501c3 agencies, this leave does not apply to activities designed to promote religious beliefs – see Administrative Procedures Manual for additional information) ***(attach supporting documentation)***

5. Perform volunteer work for a state agency ***(attach supporting documentation)***

| Employee’s Signature: |  | Date: |  |
| --- | --- | --- | --- |

| Supervisor’s Signature: |  | Date: |  |
| --- | --- | --- | --- |

**Note:** Employee must attach approval form with supervisor’s signature to **Payroll immediately following completion of Community Service Leave. Community Service Leave should also be entered and approved by employee and supervisor in TimeClock Plus.** Supporting documentation is required for all Community Service Leave. Payroll will make a copy of the approval form and forward the original to Human Resources.