

Community Service Leave Request Form

I. Requesting Employee Information

Employee Name (Print) _____

Department _____

Requested Leave Date _____ From ____ am/pm To _____ am/pm

I am requesting Community Service Leave for the following reason:

Employee Signature

Date

II. Supervisor's Review and Approval

I hereby (check one) ____ Approve Or ____ Disapprove the above requested Leave.

Supervisor's Signature

Date

III. Organization Certification

Name of Organization/School _____

This is to certify that _____ (Employee Name) participated in
Community Service at our organization on _____ (date) from
_____ am/pm To _____ am/pm.

Organization Official/Teacher Signature

Date