### Mission/Community Service Leave Request Form

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Employee #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Position:</td>
</tr>
<tr>
<td>Supervisor:</td>
<td></td>
</tr>
<tr>
<td>Requested leave date(s):</td>
<td>Time(s):</td>
</tr>
<tr>
<td>Organization:</td>
<td>Event:</td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Leave Requested:**
- [ ] University Sponsored Service Trip
- [ ] University Sponsored Spiritual Retreat
- [ ] University Mission
- [ ] Community Service Activity
- [ ] Spiritual Retreat or Conference
- [ ] Other

**Brief Description:**
__________________________________________

**Employee Signature**
__________________________________________
Date

**Supervisor Signature**
__________________________________________
Date       Approved/Denied

**Comment:**

**Divisional Vice President**
__________________________________________
Date       Approved/Denied

**Comment:**

**Signature of Human Resources Representative**
__________________________________________
Date       Approved/Denied

**Comment:**

**Entered into log:**
________________________    ______________
Date       Decision Response Sent:   ______________

**Date:**

**Date:**

**Date:**
**Mission/Community Service Leave Policy**

The University encourages its employees to live out service to others and to reflect on questions of value and meaning. The purpose of the Mission/Community Service Leave policy is to allow employees to voluntarily participate, with pay, in University-sponsored spiritual retreats or in approved mission-related or community-service related activities that occur during regularly scheduled work hours. This policy is designed to support the objectives of increasing voluntary community service and encouraging reflection as an integral part of our outreach and service activities. In order to be eligible for mission/community-service related leave with pay, an employee must work in a regular full-time or regular part-time position equivalent to at least half time.

The University recognizes two types of voluntary activities under this leave policy:

1. **University Sponsored or Endorsed Spiritual Retreats** - includes any retreat sponsored, endorsed or conducted by Campus Ministry.

2. **Mission/Community-Service Related Service Activities** - includes community service in connection with a legally sanctioned nonprofit organization that engages in activities that are consistent with the University’s mission. Human Resources is responsible for determining whether the mission related service activity qualifies under this policy. The employee’s supervisor is responsible for approving the time off. The supervisor has the right to not grant time off if granting such time creates staffing problems.

Full-time employees are eligible for a maximum of three working days (or equivalent working hours) per calendar year. If part-time, the employee will be given leave on a pro-rated basis and in accordance with the employee’s part-time status. Extended periods of leave may be granted for specific University sponsored retreats or activities on a case-by-case basis. Human Resources must be consulted and approve any exceptions to this policy. Employees chaperoning student trips should contact Human Resources for specific application of this policy.

Mission/community service leave requires written approval from the employee’s supervisor and Human Resources:

1. The time when an employee takes University mission/community leave during the calendar year must be approved by the supervisor, with consideration of the wishes of the employee, and with particular regard for the needs of the department.

2. Requests for University mission/community-service leave must be made in writing to the employee’s supervisor, initially approved by the employee’s supervisor, with Human Resources granting the final approval.