



THE UNIVERSITY OF
SCRANTON
 A JESUIT UNIVERSITY

Mission and Community Service Leave Request Form

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: In order to be eligible for Mission and Community Service Leave, staff must have completed six months of service and work in a full-time position or a standard part-time position (minimum 15 hours/week, 52 weeks/year)

EMPLOYEE:

Name: _____ Title: _____
 Department: _____ Supervisor: _____
 Event or Activity: _____ Organization: _____
 Date(s): _____ Total # of work days: _____
 Employee Signature: _____ Date: _____

To be completed by the Office of Human Resources:

Employee is is not eligible for Mission and Community Service Leave

This activity is is not applicable under the Mission and Community Service Leave Policy, categorized as:

- University Sponsored Spiritual Retreat/Trip
- Chaperone Service Trip
- Non-University Spiritual Retreat or Conference
- University Sponsored Service Trip
- Community Service Activity
- Other

Human Resources Representative: _____ Date: _____

Department Approval:

Direct Supervisor : _____ Date: _____

Department Manager (if applicable) _____ Date: _____

Divisional Vice President: _____ Date: _____