

Drake University

Community Service Leave Request Form

The Community Service Leave Policy is available on the Human Resources internal portal accessible from the Employee tab of blueView under "policies". Community Service Leave (CSL) is a paid time off benefit (eight hours per fiscal year for full time employees) designed to support community service volunteer activities for schools and non-profit organizations.* Requests for approval of leave should ordinarily be submitted at least two weeks in advance of the proposed service. As with all leave requests, managers may elect to approve or deny a request for Community Service Leave. Managers may require that the leave be taken at a time other than the one requested, based on operational needs, and/or may require acceptable proof that any leave taken is within the purposes of this policy.

I. Requesting Employee Information

Employee Name: Drake ID #

Employee Title: Campus Phone Number:

Department:

II. Information about the Organization or School for whom Service is Provided

Organization Name:

Address:

Date and Number of Hours of Service Provided:

One-Time Service

Ongoing Service

Description of Service Provided:

By the employee completing and submitting this request form to the manager, it serves as confirmation that the information provided on this form is correct. The employee understands that the requested leave is pending the manager's approval.

III. Manager's Review and Approval

Manager's Name:

I hereby Approve do not approve the Community Service Leave requested above.

Additional Comments:

Signature

Date

This form should be forwarded to Human Resources PRIOR to the commencement of the Community Service Leave. The above signature of the manager can be in a digital format, for acceptance. If signature is digital, email form to: laura.schwarz@drake.edu, otherwise, print and return to Human Resources.

Time taken as a result of the Community Service Leave should be recorded on the online timesheet as such.

*Drake University is a Section 501(c) (3) tax exempt organization and is prohibited from participating or intervening directly, or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. Therefore, employees may not use Community Service Leave to engage in political campaign-related activities.