

Volunteer/Community Service Paid Leave Application

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please Print)

Campus/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_

For what Organization do you want to volunteer? \*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of the Service \_\_\_\_\_\_\_\_\_\_\_\_

Number of hours \_\_\_\_\_\_\_ (Maximum Hours: Full-time employees: 16 hours, Part-time benefits-eligible employees: 8 hours per calendar year)

 What will you be doing? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Submit to Human Resources for approval: alana.merly@yu.edu

Human Resources: \_\_\_\_\_\_Approved/Not Approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of HR Representative

\* Volunteer hours must take place at a charitable, not-for-profit or social good organization but may not take place at political organizations, campaigns, agencies or lobbyists because YU may not use its resources to support or advocate for a political party or issue. Employees are free to use vacation or holiday time for these efforts but may not represent YU.