

**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)

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**EMPLOYEE:**

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

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**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

University Sponsored Service Trip  
Community Service Activity