

## Community Service Leave Request Form

<b>Employee Name</b>	<b>Date</b>
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I request Community Service Leave: \_\_\_\_\_ # of Hours \_\_\_\_\_

Date \_\_\_\_\_

- Entire work Day or
- Time frame: from \_\_\_\_\_ to \_\_\_\_\_

Comments or details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Employee's Signature)

<b>Organization Certification</b>
This is to certify that:
_____ (Employee Name)
Participated in Community Service on the above date and time.
Today's Date: _____
_____ (Organization Official Signature)
_____ (Title)
_____ (Phone Number)

<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved
_____ (Department)
_____ (Supervisor's Signature)
Notes (if applicable):
_____
_____