



STATE EMPLOYEE COMMUNITY SERVICE PROGRAM REQUEST FOR LEAVE AND VERIFICATION OF SERVICES PROVIDED

State Form 49044 (R / 4-99)

PART 1 - REQUEST FOR LEAVE

To be filled out by employee:

I, _____, request leave in accordance with Executive Order 98-13 to participate in
(Name of employee)

(Name of program)
on _____ from _____ to _____.
(Date) (Time) (Time)

Signature of employee

Date (month, day, year)

Printed name of employee

PART 2 - VERIFICATION OF PRIOR VOLUNTARY SERVICE

To be filled out by authorized representative of a governmental entity or tax exempt organization:

I am an authorized representative of _____
(Name of organization)
which is a governmental entity or is exempt from federal income tax. I verify that the above named individual performed _____ hours of
voluntary service on behalf of the organization on _____.
[Date(s)]

Signature of Authorized Representative

Printed name of Authorized Representative

Title

Telephone number

PART 3 - EMPLOYING AGENCY'S RESPONSE TO LEAVE REQUEST

To be filled out by agency head's designee:

The above request for leave is:

Approved Disapproved

If disapproved, reason:

Signature of Agency Head's Designee

Date (month, day, year)

PART 4 - VERIFICATION OF VOLUNTARY SERVICES PERFORMED DURING NORMAL HOURS OF EMPLOYMENT

To be filled out by an authorized representative of a governmental entity or an organization that is exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code:

I verify that voluntary services were performed by the above name state employee on behalf of _____
(Name of organization)
on _____ from _____ to _____. I confirm that the volunteer activities did not promote
(Date) (Time) (Time)
religion or attempt to influence legislation, governmental policy, or election to public office.

Signature of Authorized Representative

Printed name of Authorized Representative

Title

Telephone number

COMMUNITY SERVICE LEAVE

PURPOSE: To promote the direct involvement of state employees in public services in their communities through volunteer efforts.

SCOPE: This policy applies to employees subject to the jurisdiction of the State Personnel Department or employed by the State Police Department.

STATEMENT OF POLICY: Each full time State employee will be allowed leave with pay from the employee's regular assigned duties, not to exceed a combined total of seven and one-half hours (7.5) each calendar year (including the remainder of calendar year 1998), to voluntarily participate in activities for the benefit of another governmental entity or an organization that is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code. The voluntary activities must not promote religion or attempt to influence legislation, governmental policy, or elections to public office.

RESPONSIBILITY: It shall be the responsibility of the employee to request such leave at least seven (7) calendar days in advance, unless the request is to provide services in emergency situations, and in writing on the prescribed form. (Attached)

To be eligible for leave with pay under this program, the employee must provide written documentation on the prescribed form, that, prior to the date(s) for which the employee has requested this leave, the employee has donated an equivalent amount of the employee's own time to a governmental entity or tax-exempt organization.

It shall be the responsibility of the agency head or his/her designee to provide a written response to the employee on the prescribed form approving or disapproving each request for leave. If disapproved, the reason must be stated on the form. Such notification shall be provided prior to the date(s) for which leave is requested.

REFERENCES: Executive Order 98-13
EFFECTIVE DATE: July 1, 1998

APPROVAL: 
D. Sue Roberson
State Personnel Director