

# REQUEST FOR COMMUNITY SERVICE LEAVE

Employee Name: \_\_\_\_\_ TU ID#: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_ Ext: \_\_\_\_\_

Date(s) and Time(s) of Community Service Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the above information is correct. I understand that falsification of a Leave Document, including this Request, violates University of Tulsa policy and could result in disciplinary action.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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The Request for Community Service Leave is approved per the Director's and Vice President's best interpretation of the existing University policy.

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Date

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The Request for Community Service is **not** approved per the Director's best interpretation of existing University policy because (brief explanation): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

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Received by Human Resources: \_\_\_\_\_

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