

MISSION/COMMUNITY SERVICE LEAVE REQUEST AND AUTHORIZATION FORM

POLICY GUIDELINES

- x Employees must regularly work in a fulltime or parttime position of at least 20 hours per week (1040 hours per year).
- x Employees must have successfully completed introductory provisional period prior to taking mission / community service leave.
- x Employees must have their supervisor's approval before taking Mission / Community Service Leave.
- x Community Service Leave may be taken for the following activities (up to two (2) days per benefit year, prorated for parttime employees)
 - o Discussions, days of reflection, or other activities at University's office of campus ministry, CCSJ, or special assignments
- x Mission Leave may be taken for one University