



Missions/Service Leave Request

Date of Application _____

Employee Name _____ ID _____

Title _____

Department _____ Hire Date _____

Mission/Service Project Applying For _____

Leave to Start _____ Expected Date of Return _____

Contact Name _____ Contact Telephone _____

Type of work to be completed _____

Please explain why you would like to participate in a College-sponsored off-campus missions or service project:

All requests for missions/service leave must be accompanied by an outline of the mission/service project. Please attach outline to this application form.

I make this request with full understanding of the Mission/Service Leave Policy (Section 3.18.08 of the Employee Policy & Procedure Manual).

Employee Signature _____ Date _____

Leave Approvals:

Trip Sponsor _____ Date _____

Supervisor _____ Date _____

Department Director _____ Date _____

VP for HR & Compliance _____ Date _____

(Signing for the review committee)

For HR Use Only: _____ *Date Recorded in HR* _____