

SEATTLEU

OFFICE OF
HUMAN RESOURCES

Community Service Leave Request Form

Employee Name: _____

SU ID: _____

Department: _____

Dates of Community Service Leave: _____

Workday Hours of Community Service Leave: _____

One-time service Ongoing service

Please provide a brief description of community service activities & placement:

Approved Denied

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

**Return this form to Human Resources for record keeping, RINA 200 or
hr@seattleu.edu.**

Non-exempt employees: record your Community Service Leave on [Web Time Entry](#) for the appropriate pay period.

Exempt employees: record your Community Service Leave on a [Leave Report](#) and submit it to the Payroll Office (OBRN).