



# Application for Volunteering Leave (for employees without access to MyView)

## Section 1: Employee Details

Name:	
Job Title:	
Department:	

## Section 2: Details of Volunteering Leave being requested

Date(s) and time(s) of Volunteering Leave	
Where would you like to volunteer and what activities will you undertake	
Please describe the benefits both to you and our local community	
Please tell us how you have, or how you plan to, volunteer in your own time (this must match the time off you have requested)	

## Section 3: Declaration

I understand that I can claim up to two volunteering days per leave year (1 April – 31 March)

<b>Name:</b>	<b>Date:</b>
<b>Signature:</b>	

Once this form is complete, please send to your Line Manager for approval

## Section 4: Line Manager Approval

<b>Approved:</b>	<b>Not approved:</b>
	<b>Reason:</b>

<b>Name:</b>	<b>Date:</b>
<b>Signature:</b>	

Please return this form to [hradmin@lancaster.gov.uk](mailto:hradmin@lancaster.gov.uk)