

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 sponsored spiritual retreat, immersion experience or pilgrimage, every five years (up to five (5) consecutive business days) is in addition to community service leave. Employees must apply for participation in the retreat or experience to the sponsoring Loyola office and be approved to participate. Individuals wishing to attend for a longer period of time for one trip, or participate more often, may do so with supervisor approval using accrued vacation or personal time for the time off.
- x Employees are personally responsible for covering any program fees, travel, transportation and parking.

REQUEST AND AUTHORIZATION

\_\_\_\_\_ of the \_\_\_\_\_ department, has requested and  
Print Employee Name Department

is authorized to attend the following University sponsored service activity/program, during normal working time:

Activity/program: \_\_\_\_\_

Date(s): \_\_\_\_\_ Scheduled Time: \_\_\_\_\_

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

Supervisor / Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring Department: CCSJ

Supervisor/Chair: Route this form to CCSJ or Campus Ministry

‘ Campus Ministry ‘

Sponsoring Department Authorization: \_\_\_\_\_  
Print Name and Title

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

Sponsoring Department Return signed form to supervisor