

# 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:

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Approved  Denied

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

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

**Return this form to Human Resources at [hrforms@seattleu.edu](mailto:hrforms@seattleu.edu) for record keeping.**

REMINDER: Report leave time through self-service [mySeattleU portal](#).