



Monroe County Community Service Hours Request Form

Employee Requesting Approval Information			
Last Name		First Name	
Position		Department	
Date of Service Hours		# of Hours Requested	
Name of Organization Participating			
Please provide a general summary of the duties being performed			
Employee Acknowledgement and Expectations			
<ul style="list-style-type: none"> All sections of this form must be completed in order to be considered a valid submission. Any hours approved under this request shall be considered hours worked for overtime calculation. No community service hours can be used until approved by the Human Resources Department on this form. The HR Department must be provided with suitable time to review this request prior to the need for these hours. This time must be coordinated with the needs of the department and cannot be retroactively applied. <p>By signing this form, I understand that Monroe County offers up to eight (8) hours of paid community service hours annually. Any hours served beyond that allotment will NOT count as hours worked. During my time participating in the community service hours program per Personnel Policy Manual 4.34, I understand that I must adhere to all policy language. In addition, I confirm that I am not receiving any form of compensation through any means other than Monroe County's base wage provided per policy 4.34. Any violation of these policies could lead to discipline up to and including termination.</p>			

Requesting Employee Signature

Date

Department Head or Manager Signature

Date

Approved

Denied

Human Resources Signature

Date