



Volunteer Time Off Form

The Volunteer Time Off Policy allows all regular benefit-eligible employees who are not covered by a collective bargaining agreement up to one day of paid time off from regularly scheduled work hours each fiscal year to perform volunteer services through organizations affiliated with United Way. Please see the [Volunteer Time Off Policy](#) for more details.

Step 1: Complete prior to volunteer service

Employee Name: _____	Dart ID: _____
Department: _____	Employment Pay Type: <input type="checkbox"/> Hourly* <input type="checkbox"/> Salary
<i>*Hourly employees should record time under the Kronos Pay Code "VOL"</i>	
<i>Requested Volunteer Time Off:</i>	
United Way Affiliated Organization: _____	
City, State: _____	Date: _____
Start – End Time: _____	Half-Day <input type="checkbox"/> Full-Day <input type="checkbox"/>
Supervisor Name: _____ (printed)	
Supervisor Signature: _____ Date: _____	

Step 2: Volunteer service confirmation

United Way Affiliated Organization: _____	
Representative's Name: _____ (printed)	
Representative's Phone or Email: _____	
Representative's Signature: _____	Date: _____

Step 3: Employee returns signed form to supervisor

Employees should also retain a copy for their own records.

Step 4: Supervisor sends completed form to the Office of Human Resources

7 Lebanon Street Suite 203, Hanover, NH 03755, or HB 6042.
Scanned copies may be sent to human.resources@dartmouth.edu.

Thank you for helping the community by volunteering!