

**RENFREWSHIRE COUNCIL**

**Employee Volunteering**

**Request Form – HR/EV/1**



**Note to the employee**

This form should be used to request time off for employee volunteering. Please ensure all sections are completed before sending to your line manager for their consideration.

**Note to the manager**

Employees may request time off for employee volunteering and you should consider each request fully and within a reasonable timescale. The employee should be informed in writing as to whether the request can be accommodated.

**1. Personal details**

**Name:**

**Designation:**

**Service:**

**Work location:**

**Home Address:**

**Employee number:**

**Work phone Number:**

**2. Details of Request**

Reason for request (please detail or attach any available information you may have about the volunteering opportunity)

Time off requested (please detail the dates and time requested)

- |                                       |                          |
|---------------------------------------|--------------------------|
| Risk Assessment                       | <input type="checkbox"/> |
| Employer's Liability Insurance        | <input type="checkbox"/> |
| PVG/Disclosure Check (if appropriate) | <input type="checkbox"/> |

Employee Signature:

Date:

When you have completed this section pass the form to your line manager who will advise you of the decision.

### **3.Line Manager to Complete**

Please indicate if this decision is agreed/not agreed (delete as appropriate)

If not agreed please give reason(s) for your decision

**Line Manager's Signature:**

**Date:**