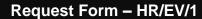
RENFREWSHIRE COUNCIL

Employee Volunteering





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.

4. Dama and datatle		
1. Personal details Name:		
Designation:	Service:	
Work location:	Home Address:	
Employee number:	Work phone Number:	
2. Details of Request		
Reason for request (please detail the volunteering opportunity)	or attach any available	information you may have about
Time off requested (please detail the dates and time requested)		

Risk Assessment			
Employer's Liability Insurance			
PVG/Disclosure Check (if appropriate)			
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:			