# SERV Program Leave Request Form

Please use code “VSL” for all SERV time on your timesheet.

## Type of organization where you want to volunteer in Massachusetts (Check)

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<td>Public School including Charter Schools</td>
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<td>Other educational volunteering</td>
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<td>Youth Mentoring</td>
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<td>Environment</td>
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<td>Health</td>
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<td>Human Services</td>
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<td>Public Safety</td>
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## Your Employee ID:

Your Name:

Your State Agency:

Your Official Job Title:

Work Address:

Work Phone:

## SERV Organization Name:

SERV Address:

SERV Program Liaison:

Phone #:

Description of specific volunteer service to be provided:

Please share the SERV Guidelines with the volunteer organization prior to your shift:

SERV website: [www.mass.gov/serv](http://www.mass.gov/serv)

SERV Guidelines:

PROPOSED VOLUNTEER SCHEDULE
One request must be submitted for all activities within a calendar month.
Specific Date(s):
Day(s) of Week:
Hours From:
To:

I verify that if approved to participate in the SERV Program, I will follow all guidelines and regulations of HRD, my agency and the program or public school in which I volunteer. I will bring a SERV Verification Form with me to my volunteer shift and the volunteer organization will sign the form which I then send to human resources upon my return to the office.

Your Signature: ____________________________ Date:

SUPERVISOR REVIEW

Request approved: ☐ Request denied: ☐

Reason for denial (check one or more):
☐ Employee not eligible
☐ Nonprofit not eligible/not approved
☐ Volunteer activity not acceptable
☐ Insufficient notice
☐ Operational needs of the agency
☐ Other (describe)

Supervisor Signature: ____________________________ Date:

AGENCY HEAD or DESIGNEE REVIEW (usually Human Resources)

Agencies may add more levels of approval if applicable.

Request approved: ☐ Request denied: ☐

Comments:

__________________________________
Agency Head/Designee Signature Date

NOTE: The signed, completed form should be filed in the University's Human Resources Office, 325 Whitmore Administration Building, with the completed Leave Verification Form.