

Non-exempt (hourly) employees are considered "at work" if they work/volunteer at an event during off work hours and will be offered an adjusted work schedule for that pay period. **These events must be approved by the employee's Manager and is at the sole discretion of the Manager.**

Events that require time away from work during an employee's normal work schedule are limited to **16 hours per fiscal year.** (Examples include: Disability Advocacy Day, Hands Around the Capital, TWP Events, etc.)

Prior to each Volunteer Event:

Fill out the following information, have the form signed by your manager and return to Kelly Grooms. If you have any questions, please contact Kelly at ext. 2232 or at kgrooms@thewholeperson.org

Name: _____

Volunteer Event: _____

Organization Sponsoring Event: _____

Date of Event: _____

Location of Event: _____

Number of Hours Planned to Volunteer: _____

Date/Time requested for Flex Time: _____

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____