



REQUEST FOR VOLUNTEER LEAVE

Effective January 1, 2026

The City of Missoula wants to encourage our staff to be involved in our community and volunteer when possible. Volunteer Leave allows staff to volunteer during work hours and receive pay for such hours. Volunteer leave does not count toward hours worked and cannot be used to put someone in OT/COMP status. **Volunteer work may be any community organization, other than the City of Missoula**

All Regular status employees will receive 12 hours per calendar year of volunteer leave; Part Time status employees will receive leave on a pro-rated basis. **(Temporary, Seasonal, Intermittent/Variable, and Short-Term Workers are not eligible.)**

Employee Name: _____ **Date:** _____

Department: _____

I am requesting volunteer leave to be used while volunteering at the following organization:

Volunteer Organization: _____

Date(s) of Volunteer service: _____ **Hours requested:** _____

I understand I need supervisor approval before performing volunteer hours during the workday and may only request 12 hours of paid volunteer leave per calendar year.

Employee Signature: _____ **Date:** _____

Supervisor Approval:

Supervisor's Signature: _____ **Date:** _____

Organization Verification: (to be filled out after voluntary service is completed)

Hours of Volunteer Service (please list the total hours volunteered on the dates mentioned above): _____

I confirm the voluntary service listed above is accurate.

Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Phone #:** _____

Title & Organization: _____

Employees must return completed form to their department Supervisor or Payroll Coordinator prior to the Friday before a pay day week.

Received by:

Printed Name: _____ **Date:** _____

Approval Signature: _____ **Date:** _____