

## VOLUNTEERING APPLICATION FORM



This form should be completed by the employee in the first instance when making a request for time off under the Volunteering Policy. When you have completed section 1, please pass this form to your line manager so that they can consider your request. When your line manager has considered the request and completed the manager section of the form, your line manager should then email the completed form to [HRSupport@peterborough.gov.uk](mailto:HRSupport@peterborough.gov.uk) and [askhr@peterborough.gov.uk](mailto:askhr@peterborough.gov.uk).

Any authorised volunteering days or hours must be recorded on the Absence Management System by the manager.

### Section 1: to be completed by the employee

Name:	
Payroll number:	
Department:	
Team:	
Date requesting volunteering leave:	
Dates of volunteering:	
Number of hours or days requested (all employees are entitled to a maximum of two days paid volunteer leave per year, or a pro rata equivalent if you work part-time):	
Name, charity number (if applicable) and address of Voluntary Organisation you wish to volunteer with:	
Please give details of the person who will be supervising you in the voluntary organisation:	Name: Contact number:
Details of the volunteering programme:	
How will this volunteering activity benefit the organisation you want to volunteer with?	
How will you benefit from the volunteering activity? How	

APPENDIX 2

will it meet your development needs?	
How will the council benefit from your volunteering activity?	
I wish to apply for time off work to carry out voluntary activities with the above organisation. Signed:  Date:	

**Section 2:** to be completed by the manager

Authorisation given:	Yes / No*
If no, reasons for refusing authorisation:	
Manager name:	
I confirm I have retained a copy of the liability insurance and a risk assessment undertaken by the volunteering setting.  Signature of manager:  Date:	
Date volunteering leave inputted onto absence management system:	

\*Delete as required

**Section 3:** to be completed by HR Support

Date form received:	
Date form filed on I@W:	