**Application for Employee Volunteering**

Only for employees without access to MyView

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| **Personal Details – to be completed by employee** |
| Name |   | Emp No. |  |
| Job Title |  |
| Service *please circle* | Children’s  | Corporate & Housing | Development | SW Adult  |
| If temporary, contract end date | Please ensure contract is for 12 months or longer |

|  |  |
| --- | --- |
| Date requested for volunteering |  |
| Number of hours requested for volunteering |  |
| Where would you like to volunteer & what activity will you undertake |  |

**Line Manager Authorisation**

|  |  |  |
| --- | --- | --- |
| **Approved**Tick box |  | Date: |
| Complete the leave request on behalf of the employee on MyView.  | This can be found under “Request New Paid Special Leave” and selecting “FC Community Volunteering” from the drop down list of reasons. It is also essential that you complete the comments box with the name of the charity/organisation where the employee will volunteer |
| **Not approved** Tick box |  | Date: |
| Advise the employee of your decision and the reason for refusal.  |

|  |  |  |  |
| --- | --- | --- | --- |
| Line manager name (print) |  | Ext No. |  |
| Line manager signature |  | Date |  |

**Completed forms should be scanned to** **hrhelpdesk@falkirk.gov.uk**