

50th Anniversary – 50 Service Projects for 50 Years
Employee Participation Tracking and Approval Form

Purpose: Lakeland Community College employees have a long history of generously contributing their time to college sponsored service projects. The goal to complete 50 service projects during the 2017-18 fiscal year as part of the College's 50th anniversary celebration is an exciting challenge that will involve a great number of employees. The purpose of this form is to document employee contributions of time and, as needed, supervisor's approval of time away from the regular work schedule to participate in service projects.

Instructions: Please complete and submit this form to Edith Gauvin (egauvin1@lakelandcc.edu; Room A-2005) As soon as possible and no later than one week prior to proposed service date.

Name: _____ Department: _____

Employment Status

- Full-time Partial Year Part-time
 Administrative, Supervisory/Professional Faculty Staff

Regular Work Schedule (example: M-F; 8 AM – 5 PM): _____

Service Project:

Proposed Date(s) and Time(s) for Participation¹:

Are the proposed date(s) and time(s) the only options for participating in this project? Yes No

Did you previously participate in other service projects related to the 50th anniversary and requiring time away from work? Yes No

Supervisor's approval is required if the proposed date(s) and time(s) are during regular work schedule:

Approved: _____
Supervisor's signature

Not able to accommodate request: _____
Supervisor's signature

¹ So long as employees have their supervisors' approval, then reasonable amounts of time away from the regular work assignment to assist with limited, non-recurring, episodic college sponsored service projects does not have to be claimed as benefit time. Employees are encouraged to consider how they might, with supervisory approval, flex their work schedule to accommodate the volunteer activity.