**Employee Volunteering Leave Application Form**

* This form should be used to submit a request for Employee Volunteering Leave
* Please read the [Employee Volunteering policy](https://documents.manchester.ac.uk/display.aspx?DocID=74056) before completing this form

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| --- | --- |
| Employee Details | |
| Surname |  |
| Forename(s) |  |
| Job title |  |
| Organisation Unit |  |
| Work contact details | Tel:  Email: |
| Employee number (on payslip/Staff ID card) |  |

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| --- | --- |
| Volunteering Activity Details | |
| Is the volunteering activity University of Manchester-related\*?  \*see section 7 of the employee volunteering policy for further detail | Yes  No |
| If yes, what is the University-related activity? |  |
| If no, what is the name of the external volunteering organisation |  |
| Nature of the volunteering activity and how it relates to the priorities within our Social Responsibility and Civic Engagement Plan – which can be found [here](https://documents.manchester.ac.uk/display.aspx?DocID=62112) for reference. |  |
| If the activity is via an external volunteering organisation have you sought confirmation from them that they hold suitable liability insurance to cover volunteers?  \*If no, please seek confirmation from the external organisation before progressing with your application. Line managers are not permitted to approve an application without assurance that suitable insurance is in place. Please see section 10 of the policy for more detail. | Yes  No\* |
| If the activity is via an external volunteering organisation have you sought confirmation from them that they have carried out an appropriate risk assessment of the activity?  \*If no, please seek confirmation from the external organisation before progressing with your application. Line managers are not permitted to approve an application without assurance that a risk assessment has been carried out? Please see section 10 of the policy for more detail. | Yes  No\* |
| Address/location of volunteering activity |  |
| Name of main contact |  |
| Contact details | Tel:  Email: |

|  |  |
| --- | --- |
| Volunteering Leave Details | |
| Date(s) requested for volunteering leave |  |
| Amount of time being requested | Hour(s)  Half-day  Full-day |
| If taking the time in hours, please detail how many hours per occasion. |  |
| Would you be willing to be contacted by a member of the internal comms team to potentially share your volunteering story? | Yes  No |

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| Declaration  I confirm that I understand the following | |
| * That the information I have provided as part of my application for volunteering leave is factually correct * I understand that it is my responsibility to inform my line manager if any of the above information changes e.g. changes to dates/cancelled leave. |  |
| Date |  |
| Approving Line Manager Name |  |
| Approving Line Manager Signature |  |
| Date |  |
| **Please note: Approval for any volunteering request is via line management, not the People Directorate.** | |
| Privacy Notice  This information is captured to determine policy usage and to record what volunteering activities have been supported, which may be reviewed periodically. This information will be held for a period of 12 months from the date of receiving your application form. Your form will be stored securely and managed in compliance with data protection legislation. Additionally, anonymised data may be used for internal auditing purposes. Further information about the way the University uses your personal information and your rights is available from our [Privacy Notices](https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/).  If you have any queries please contact [information.governance@manchester.ac.uk](mailto:information.governance@manchester.ac.uk) | |

Please submit completed application forms to [EmployeeVolunteeringApplications@manchester.ac.uk](mailto:EmployeeVolunteeringApplications@manchester.ac.uk) for record keeping purposes.