



## DEPARTMENT OF EMPLOYEE RELATIONS

*Issuance Date: March 29, 2022*

### **MENTOR Greater Milwaukee Volunteer Time Off Request and Verification Form**

Employees have up to 32 hours of City-sponsored volunteer time off per Milwaukee City Ordinance 350-219(3). Employees must submit the completed form in advance of the volunteer time off to the supervisor and may not take the time off unless approved by the supervisor in advance of the volunteer time off. Department Personnel Officers place completed forms in employee personnel file and email a copy to [derpersonnelforms@milwaukee.gov](mailto:derpersonnelforms@milwaukee.gov)  
Pay code for volunteer time is: VOL; account code 9900.

To become a mentor, register at <https://www.milwaukeementor.com/>.

Employee: \_\_\_\_\_ Employee ID or PeopleSoft ID: \_\_\_\_\_  
(First Name, Last Name)

Name of Organization/Agency/Event: \_\_\_\_\_

Date of Volunteer Event: \_\_\_\_\_ Number of hours: \_\_\_\_\_

Time Volunteered \_\_\_:\_\_\_ am/pm to \_\_\_:\_\_\_ am/pm

Organization Address: \_\_\_\_\_

Volunteer Event Address: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

Approval Date: \_\_\_\_\_

#### **To Be Completed by Agency Representative at time of volunteer event**

Representative Signature: \_\_\_\_\_

Representative Name & Title (Please Print): \_\_\_\_\_

Representative Phone and Email for Verification: \_\_\_\_\_