



HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

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www.cityofmilford.com

Volunteer Time Off Request Form

Today's Date: _____

Employee Name: _____

Department: _____ Division: _____

Job Title: _____

Date of Volunteer Event: _____

Volunteer Hours: (start/end time) _____ to _____

Name of Organization: _____

Address of Volunteer Event: _____

Please describe the volunteer work that will be performed

Terms and Conditions:

Employees requesting volunteer time off must be employed with the City of Milford for a minimum of 6 months of continuous, regular employment and must have a meets or exceeds performance record.

Employees can take volunteer time off in increments of 3 hours per month or 3 workdays per calendar year to participate in community engagement opportunities. Volunteer time off is refreshed on January 1st of each year and cannot be accrued, paid out or carried into the following year. Volunteer time off is a "use it or lose it" policy. Volunteer time off should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime or cause conflicts with other employees' schedules. Non-exempt employees must record all volunteer time off (VTO) hours on their timesheets.

I certify that the information provided is complete and correct to the best of my knowledge. By signing, I verify that the volunteer efforts and recipient organization meet the City of Milford's Volunteer Time Off policy guidelines.

Employee Signature _____ Date _____

Approved Not approved

Reason: _____

Supervisor Signature _____ Date _____

Approved Not approved

Reason: _____

Department Director Signature _____ Date _____

Please forward the original copy to the Human Resources Director at jeaddy@milford-de.gov