

Requesting, Approving, and Verifying Leave

- The employee completes the Community Service Leave Agreement to Participate in Community Service and submits it to the supervisor for review and approval.
- The supervisor signs the agreement to approve the leave. The agreement is returned to the employee prior to the community service day.
- The employee takes the signed agreement to the volunteer organization. Upon completion of service, the volunteer organization completes the verification of volunteer service section of the agreement.

Recordkeeping and Timesheet Coding

- Upon return to work the employee submits the verified agreement to the supervisor.
- The supervisor maintains the agreement in the department files.
- Using the chart below, the employee codes their timesheet as appropriate and records the number of community service leave hours used. The supervisor verifies the code and hours are correct before approving the timesheet.

Employee Classification	Timesheet Code
Regular Faculty & Regular Exempt and Non-Exempt Staff	COMSV
Contingent II Exempt Staff	COMCE
Contingent II Non-Exempt Staff	COMCN
Lecturers	Record D for duty day. Indicate Community Service, and the corresponding hours, in the remarks section.

• **Office of Human Resources, Administration Building, Room 101**

p 410-704-2162 f 410-704-6320
<https://www.towson.edu/hr/>
Oct. 2019