New York University
Hurricanes Harvey, Irma, Jose and Maria Volunteer Leave Request Form

Purpose of Program: In the spirit of supporting our community’s desire to provide assistance, and as suggested by NYU’s Administrative Management Council, the University has made it possible for administrators and staff to take paid leaves-of-absence for a total of up to three weeks during Fall 2017 to volunteer their time to recognized organizations addressing the aftermath of Hurricanes Harvey, Irma, Jose and Maria. Volunteer activities must be with a registered 501c3 nonprofit organization or a faith based organization.

Eligibility: Permanent, full-time employees of NYU who have completed their probationary period.

Volunteer Leave Request Process:

- Complete this form to request a leave of absence to volunteer in Hurricanes Harvey, Irma, Jose and Maria efforts for a total of up to three weeks through the end of calendar year 2017 as approved by your supervisor and unit head.
- Your immediate supervisor, unit head, and University Human Resources must approve this request before the leave may be taken.
- In order to be granted approval, your work duties must be able to be covered during your absence within the unit's available budget and resources.
- Upon receiving department approvals, this form must be submitted to Barbara Cardeli-Arroyo in University Human Resources at bc2005@nyu.edu for final approval.
- If approved,
  - Prior to the leave, you must provide your supervisor with proof of acceptance from your chosen, registered 501c3 nonprofit organization or faith based organization volunteer program. Please note that failure to provide such documentation will void the approval of the leave.
  - Upon return from the leave, you must provide your supervisor with proof of attendance on each of the approved days of the leave. Please note that failure to provide such documentation will void the approval of the leave as paid.
- Your supervisor must code approved days in myTime as: “Excused Absence”.
- If you have questions concerning this Hurricane Harvey, Irma, Jose and Maria Volunteer Leave Request, contact Rossana Sanes, at (212) 992 – LINK, or rossana.sanes@nyu.edu.

Volunteer Information:

Name: ___________________________ Net ID: __________________ Office Tel.: ______________
Title: ___________________________ School/Admin. Unit: __________________ Dept: ____________

Requested Leave Dates: From: ____________ To: ____________ Number of Work Days: ____________

Information on Registered 501c3 Nonprofit Organization or Faith-based Organization For Which You Request Leave to Volunteer:

- Organization Name: ________________________________________________________________
- Organization Address: ______________________________________________________________
- Description of Volunteer Services To Be Performed: __________________________________________

Explain How NYU Work Responsibilities Will Be Covered During Period of Leave: ________________________________________________________________

I request the described leave for the purpose of volunteering my time in the Hurricanes Harvey, Irma, Jose and Maria recovery efforts. I certify that I will not receive compensation for my services.

Volunteer’s Signature: ______________________________________________________________ Date: ____________

Unit Head Name (Print): __________________________ Unit Head Signature: __________________________ Date: ____________

PLEASE DO NOT WRITE BELOW THIS SPACE – FOR COMPLETION BY UHR/OFFICE OF EMPLOYEE RELATIONS

Hire Date: ____________ Full time: _______ Permanent: _______ Passed Probation: _______ Approval: ____________ Date: ____________
BARBARA CARDELI-ARROYO