

# USF Community Service and Mission Engagement Agreement

The USF Community Service and Mission Engagement Agreement (“Agreement”) should be used in all instances in which an employee is requesting paid time off for service and mission.

This Agreement is between the University of San Francisco and \_\_\_\_\_ (“you”), and must be approved in USFWorks by the employee's supervisor at least two weeks in advance of the employee's community service and mission engagement work. This Agreement specifically states that the employee is taking paid release time off, such that the employee may provide service of their choice to an organization or a mission activity. The employee agrees that no services provided during the release time off benefits any candidate, political party, or piece of legislation.

The employee assumes all risks associated with their selected service or mission activity.

- A. We (USF and you) agree that you will serve for \_\_\_\_\_ (name of organization) on \_\_\_\_\_ (date).
- B. You understand that this service arrangement is between you and \_\_\_\_\_ (name of organization) and that USF bears no responsibility related to the service or mission activity you have chosen.

UNDERSTOOD AND AGREED:

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name/Title