



Volunteer Release Time Request Form

To request Volunteer Release Time, please complete the form below. This form verifies an employee's request for a Volunteer Release Day or Volunteer Flextime for the specific purpose of participating in a community service activity that complies with State Street's Volunteer Release Time Policy (see complete policy in the Employee Handbook - <http://ghr.employee.statestr.com/misd/handbk.nsf>).

Volunteer Release Day: Employees who are meeting the performance requirements of their jobs are eligible to request up to two paid Volunteer Release Days per calendar year after six months of continuous service, or earlier at the manager's discretion. Volunteer Release Days greater than two days may be approved at the manager's discretion. Each Volunteer Release Day must be recorded as a "Volunteer Day" under Time and Attendance in the Employee Business Self Service Tool.

Volunteer Flextime: Flextime refers to an alternative work schedule with a starting and ending time that varies from the employee's regular work schedule. Employees should consider using flextime for one-time or short-term community service projects that occur during a portion of their regularly scheduled work hours. For projects lasting beyond six months, employees should implement a flex schedule by following the guidelines outlined in State Street's Flexible Work Arrangements Program (flexwork.statestr.com).

NOTE: All Volunteer Release Time must be requested at least *two* weeks prior to the volunteer event, and taken at a time mutually agreed upon with the manager.

SECTION ONE: TO BE COMPLETED BY EMPLOYEE	
Name:	Employee ID #:
Department/Division:	Extension:
Mail Stop:	E-mail Address:
Manager:	Extension:
Date(s) of the volunteer project:	Project Hours:
Name of organization served by volunteer:	

Please check the box that best describes your project's area of focus:

- | | |
|--|---|
| <input type="checkbox"/> Education/Job Skills Training & Development | <input type="checkbox"/> Health & Human Needs |
| <input type="checkbox"/> Neighborhood Revitalization | <input type="checkbox"/> Civic Improvement |
| <input type="checkbox"/> Youth Programs | <input type="checkbox"/> Arts & Culture |

Is the project a Global Outreach-sponsored event? yes no

What type of Volunteer Release Time are you requesting? Volunteer Release Day Volunteer Flextime

Employee's Signature _____ Date: _____

SECTION TWO: TO BE COMPLETED BY MANAGER

Volunteer Release Time approved: yes no

If no please provide business reason why Volunteer Release Time was not approved:

Manager's Signature _____ Date: _____

If you are located in Eastern Massachusetts, please submit completed form to _____, Volunteer Program Coordinator, via interoffice mail at Community Affairs, MAO/12 or via fax at (617) 451-6315. For all other employees, please submit completed form to your local Global Outreach Representative. For a list of Global Outreach Representatives, visit <http://globaloutreach.statestr.com> and click on "Global Contacts." For questions regarding Volunteer Release Time, send an e-mail to globaloutreach@statestreet.com or call the Volunteer Voicemail Box at (617) 664-SSGO (7746). Please keep a copy of this form for your personal records.