**UNIVERSITY OF KENT**

**KENT STAFF VOLUNTEERING Agreement FORM**

Please pass this to your Head of School/Service for agreement ***before*** you start volunteering.

**Name:**

**School/Dept:
Email address:**

**Job Title:**

**Full/Part time %:**

**Date appointed to current role:**

(Staff must have been employed at the University of Kent for at least 12 months to be eligible)

**Number of hours entitled to (25 hours max 1FTE):**

**Name of organisation volunteering for:**

**Description of volunteering activity:**

**Mitigation of impact on work priorities:**

(To be discussed within your School/Service)

**How time off will be covered:**

(To be discussed within your School/Service)

**APPROVAL BY HEAD OF SCHOOL/SERVICE**

I have discussed this with the above member of staff and \*do not give/give approval for them to undertake ………. volunteering hours in this year (01 Sept – 31 Aug) . *\*Delete as applicable.*

**Name:**

**Signature: Date:**

Please send the completed form to ldev@kent.ac.uk

Hours completed should be recorded by line managers (or their delegate) on Staff Connect under Absence – Authorised paid leave.