

MENG Request for Excused Absence—Community Service Activity

Employee Name_____

Date:_____

Date(s) of Community Service Activity Requested

Number of Hours Requested

Activity Description (Include how the activity meets the criteria outlined in the Adjutant General's policy on Community Service Activities and about the organization)

Community service performed must be documented in time and attendance systems. Approved community service is coded as LN

Employee Signature

Number of Hours Previously Used in

Date:_____

Current Calendar Year:_____

Immediate Supervisor Signature

☐

Concur

Date:_____

☐

Non/Concur

Comments:_____

Group Commander/Director Signature

☐

Concur

Date:_____

☐

Non/Concur

Comments:_____

HRO Signature

☐

Approved

Date:_____

☐

Not Approved

Comments:_____