

Staff Volunteering Line Manager Permission Form

Employee/Volunteer Name:	
Department:	
Role:	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
Are you directly employed by the University i.e. permanent or on a fixed term contract? <input type="checkbox"/> Yes <input type="checkbox"/> No End date of fixed term contract if applicable:	
Contact Telephone No:	
Email:	
Line Manager Name and role:	
Line Managers email:	
I confirm that I have authorised this application for the above employee to undertake Brunel volunteering for hours (maximum of 36) in a(12 month maximum) period, subject to the following constraints (Line manager to set out any constraints such as particular times when the employee cannot be released for volunteering due to workload)	
Line Manager Signature:	Date

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Employee/Volunteer Signature:	Date

Please send your completed form to Nancy Rawlings, Brunel Volunteers Manager – nancy.rawlings@brunel.ac.uk