



Community Service Leave (CSL) Request Form

For Service as a Substitute Teacher or Substitute School Staff Due to COVID-19

Note: This special leave provision is available from January 12 - April 15, 2022



Empl Name:

PID:

Email:

Phone:

Supervisor:

HR Rep/TIM Administrator:

I request to use up to 48 hours of CSL to serve as a substitute teacher or in another role in a school or school district, such as a substitute school bus driver or cafeteria worker, that meets the duties of staff who are temporarily not available due to COVID-19 during my regularly scheduled work week.

Date(s) Volunteered:

Hours Volunteered:

Type of Service:

Substitute Teacher

Substitute Bus Driver

Other:

School District(s):

(See a list of websites that explain [each school district's substitute program](#)).

I have read the Expanded Community Service Leave section on the [COVID-19 Leave Information page](#) and I am making this request being fully cognizant of its terms and conditions.

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Instructions: Please email this form to leave@unc.edu and copy your Supervisor and HR Rep/TIM Administrator. For questions, please call 919-962-3071 or send an email to leave@unc.edu.