

EMPLOYEE:

TODAY:

SOR Volunteerism PTO Request Form



All full-time SOR employees can earn up to 16 additional hours of PTO per calendar year (1 hour earned per hour volunteered). These additional hours must be approved by Human Resources and are limited to those activities performed for legitimate charitable organizations that benefit others outside of your family, school, church group, etc. All existing time off and PTO rules will apply (re: notice, requesting days off, scheduling for payment of PTO balances, etc.). Hours and activities will be verified and may take in excess of two weeks to verify. This benefit is provided in support of SOR's mission and culture. #INVESTINTHETEAM

At SOR, we are leaders and embrace the responsibility of that role. We are servants and embrace the responsibility of that role. We volunteer our time and our services in the community.

Date/s and times of volunteerism	Organization where the volunteer work was performed	Detail of activities performed	Volunteer organization supervisor's name, title, phone & email

Tell us what you enjoy most about this activity. How do you benefit from it? How did you serve a community?

Total Hours Requested	Employee Signature	Approved Pending Denied	HR Signature

Pre-approved organizations; 100 Black Men, A. Phillip Randolph Institute, Big Brother/ Big Sister, Carolina Tiger Rescue, Durham Rescue Mission, Exchange Club of Greater Durham, Habitat for Humanity, Interfaith Food Shuttle, NC Food Bank, Neighbor to Neighbor, Night to Shine, Raleigh Rescue Mission, Ronald McDonald House.

Organizations can be approved with a request in advance to HR for verification.