

STATE OF TEXAS DISASTER RESPONSE & RELIEF VOLUNTEER

You are eligible for up to 4 days paid leave to provide disaster response and relief services if you meet the criteria established in Sec. 661.9075 and/or 661.905 of the Texas Government Code and the specific criteria established for the disaster recovery effort for which service is provided. This form documents the completion of your volunteer service and your certification that you meet the required criteria. Please return the completed form to your supervisor. Supervisors, please provide an electronic copy to Nelda Lawson and TCE.

Name: _____

Employee ID: _____

Name of Supervisor: _____

Location of Disaster: _____

Service Date	Time In	Time Out

Employee Signature

Date

Relief Organization Representative: _____

Relief Organization Name: _____

Relief Organization Representative Signature

Date