# Booking your volunteer leave

**Railway 200 volunteer guidance**

Create your volunteer leave and select 'community engagement'

Add Railway 200, Exhibition Train and your site lead to the form



**Creating an Absence in Oracle**

**Select Volunteer Leave:**

**Create Absence**

Remaining Annual Leave: 14.4 Days

\* Absence Type

Volunteer Leave

\* Volunteer Leave Type

**Community engagement**

☐ I am happy to be contacted by a member of Network Rail staff to share my volunteering experience for internal communications.

Select Volunteer Leave Type as Community Engagement (Other) if the community activity for Railway 200 doesn't fall under a category in the table above. Enter Project description and contact name and number of person organising the event:



Remaining Annual Leave: 14.4 Days

\* Absence Type

Volunteer Leave

\* Volunteer Leave Type

Community Engagement (Other)

\* Organisation name e.g. school, community group, station etc

Railway 200

\* Project Description (including NR contact if relevant)

Exhibition train

\* Organisation Contact Name

Name of contact here

\* Organisation Contact Phone/Email

Contact number here