



Vacation Request Form

- Pastors should submit their vacation requests to the Pastoral Relations Committee, and their supervising Pastor (if applicable).
- Non-pastoral staff should submit their vacation requests to their immediate supervisor(s).
- Vacation requests are to be submitted a minimum of one month prior to requested days off.
- Each employee shall ensure that all of their responsibilities are taken care of during the requested time away.

Name: _____ Date submitted: _____

My vacation request is for:

Dates: _____ Returning to Responsibilities: _____ # Vacation Days: _____

Dates: _____ Returning to Responsibilities: _____ # Vacation Days: _____

Dates: _____ Returning to Responsibilities: _____ # Vacation Days: _____

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Dates: _____ Returning to Responsibilities: _____ # Vacation Days: _____

Dates: _____ Returning to Responsibilities: _____ # Vacation Days: _____

Name of Supervisor / Pastoral Relations Committee Member: _____

Approved Denied Signature: _____ Date: _____

Name of Supervisor / Pastoral Relations Committee Member: _____

Approved Denied Signature: _____ Date: _____

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Vacation Record for Year _____

Employment start date: _____

Vacation Days to be earned this year: _____

Vacation Days credit from prior year: _____

Number of Prior approved vacation days this year: _____

Number of Vacation Days requested above: _____

Vacation Days remaining for this year (*after the above request*): _____

Vacation to be carried over to next year: _____