

**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:

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Name of Supervisor / Pastoral Relations Committee Member:

❑ Approved ❑ Denied Signature: Date:

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❑ Approved ❑ Denied Signature: Date:

**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: