

# VACATION REQUEST

DATE FILED: \_\_\_\_\_

NAME: \_\_\_\_\_

According to policy I would like to take my 201\_\_\_\_ vacation beginning \_\_\_\_\_ and ending \_\_\_\_\_, a total of \_\_\_\_\_ days.

For emergency I can be located through:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## PASTORS FILL IN THE FOLLOWING:

DURING THE TIME OF MY ABSENCE THE FOLLOWING WILL SPEAK IN MY CHURCHES.

CHURCH \_\_\_\_\_

SABBATH \_\_\_\_\_ NAME \_\_\_\_\_

SABBATH \_\_\_\_\_ NAME \_\_\_\_\_

CHURCH \_\_\_\_\_

SABBATH \_\_\_\_\_ NAME \_\_\_\_\_

SABBATH \_\_\_\_\_ NAME \_\_\_\_\_

CHURCH \_\_\_\_\_

SABBATH \_\_\_\_\_ NAME \_\_\_\_\_

SABBATH \_\_\_\_\_ NAME \_\_\_\_\_

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## OFFICE USE ONLY:

1. [ ] THE ABOVE REQUEST IS APPROVED AS REQUESTED.
2. [ ] APPROVED SUBJECT TO THE FOLLOWING CHANGES:

(Signed) \_\_\_\_\_  
President/Ex Secretary/Ministerial