

**VACATION APPLICATION  
for  
Exempt Personnel**

This vacation application is to be returned to the Human Resources Department one month prior to vacation dates and requests should not conflict with Conference Worker's Meetings. The vacation policy is found in the Employee Handbook. Any vacation days remaining at the end of the year will be automatically carried over to the next year, not to exceed 30 days in one year.

**I. Request:**

A. Employee Name \_\_\_\_\_

Home Address (please include street address, city, state, and zip code)

\_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Church/Department \_\_\_\_\_

B. Accrual Rate (Based on years of service):

0-4 years = 10 days \_\_\_\_\_ 5-9 years = 15 days \_\_\_\_\_ 10 + years = 20 days \_\_\_\_\_

C. Vacation Requested \_\_\_\_\_ Dates \_\_\_\_\_ Total Days \_\_\_\_\_

**II. Church/Department coverage information:**

Individual responsible for your church/department during vacation:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Carry Over	_____ days
Beginning Balance	_____ days
Requesting	_____ days
New Balance	_____ days

Conference Officer \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_ Calculated by \_\_\_\_\_

White – Human Resources

Yellow – Employee

Pink – Payroll

Supervisor Copy