**VACATION REQUEST**

**NAME DATE**

**According to policy, I am requesting vacation time:**

**Beginning Ending Total # of Days**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**In case of emergency, I can be located through:  
Name: City/State**

**Address: Phone:**

**During my time of absence, the following will speak in my churches:**

**CHURCH  
Sabbath Speaker  
Sabbath Speaker**

**CHURCH  
Sabbath Speaker  
Sabbath Speaker**

**CHURCH  
Sabbath Speaker  
Sabbath Speaker**

**CHURCH  
Sabbath Speaker  
Sabbath Speaker**

**Approved by: Date:**