

VACATION/LEAVE REQUEST FORM

Name of Employee: _____

VACATION/LEAVE REQUESTED:

	Weekday(s)	Sunday(s)
___ Vacation (paid ___ / unpaid ___)	_____	_____
___ Holiday (paid ___ / unpaid ___)	_____	_____
___ Compensatory Holiday (paid)	_____	_____
___ Personal Leave (unpaid)	_____	_____
___ Jury Duty (paid)	_____	_____
___ Bereavement Leave (paid ___ / unpaid ___)	_____	_____
___ Other: _____	_____	_____

EXPLANATION OF VACATION/LEAVE REQUESTED:

APPROVAL:

Josh Huisman, Senior Pastor

Date