

Vacation/Day Off Request Form

Please fill out this form and place it in Pastor David's box at least **one month** prior to desired vacation time or day off. Pastor will mark the bottom of this form and return it to your box.

NAME: _____

TODAY'S DATE: _____

I am requesting to be off these dates: (include entire date range you will be unavailable or particular day or Sunday you will be gone)

_____ Circle one: Vacation Day off Sunday off

Reason for my being absent on Sunday. (Only if you are asking to be gone on a Sunday; no explanation for missing a Sunday for a vacation)

My vacation time will include _____ actual work days.

As an employee of The Vine, I have been given _____ days off per year.

Before this vacation time, I have used _____ of my days off.

After this vacation, I will have used _____ of my days off.

(For Pastor David's Use)

___ Approved

___ Please see me

Signature

Date