

**SOUTHWEST REGION CONFERENCE
VACATION REQUEST FORM**

VACATION TIME IS COMPUTED AS FOLLOWS:

The number of weeks that are allowed the worker for Vacation Time is based upon the number of full service years that he/she has to his/her service credit.

	Vacation entitlement per year of full-time service	Vacation entitlement accrued per 38-hour week
One (1) to Four (4) Years of Service:	Two (2) Weeks	1.4575 hours
Five (5) to Nine (9) Years of Service:	Three (3) Weeks	2.1863 hours
Nine (9) to Forty (40) Years of Service:	Four (4) Weeks	2.9151 hours

For workers with less than four (4) full years of service, and who live at a distance greater than 500 miles from parents, additional time for travel above the regular vacation period may be allowed on the following basis:

One additional calendar day for each 500 miles beyond the first 1,000 (based on round trip mileage).

That this special consideration be granted not more often than every second year for the purpose of visiting parents or children.

That the maximum extra time be seven (7) days.

Vacations must be taken within the calendar year and submitted to the Conference Executive Secretary's Office at least four (4) weeks before vacation starts.

Workers are not to leave on vacation until written approval is received.

All Administrative Assistants, Bible Instructors, and Assistant Pastors must have their vacation time approved by their department head or supervisor.

Name _____ Date _____
 Address _____
 City _____ State _____ Zip _____
 Telephone Number _____

VACATION TIME REQUESTED:

Date: From: _____ To: _____
 Extra Travel Days: _____
 Total Days: _____

WHERE CAN YOU BE REACHED IF NEEDED?

Address _____
 City _____ State _____ Zip _____
 Telephone Number _____

PASTORS, WHO IS RESPONSIBLE FOR CHURCH(ES) DURING YOUR ABSENCE?

Name _____ Date _____
 Address _____
 City _____ State _____ Zip _____
 Telephone Number _____

APPROVED BY:

 Department Head

 Executive Secretary - HR