



FLORIDA CONFERENCE of SEVENTH-DAY ADVENTISTS

HUMAN RESOURCE SERVICES
351 S. State Road 434
Altamonte Springs, FL 32714

VACATION REQUEST FORM - SALARIED EMPLOYEES

Employee Name [input box]

I am requesting the following day (s) off for vacation: [input box]

Please Note: Requests should be turned into Human Resource Services at least thirty (30) days prior to a planned vacation. (Vacation time is figured on a five (5) day work week. Example: 0-4 years of service = 10 vacation days; 5-9 years of service = 15 vacation days; 10 years of service and above = 20 vacation days)

Vacation Dates: [input box]

Emergency Contact Person: [input box] Phone Number [input box]
Individual Covering District (1) [input box] Phone Number [input box]
Individual Covering District (2) [input box] Phone Number [input box]

Vacation Dates: [input box]

Emergency Contact Person: [input box] Phone Number [input box]
Individual Covering District (1) [input box] Phone Number [input box]
Individual Covering District (2) [input box] Phone Number [input box]

Employee Signature [input box]

APPROVAL

Confirmation may be sent to you for your files upon approval

Previous Vacation Balance [input box]
Less Vacation Days Requested [input box]
NEW VACATION BALANCE: [input box]

Departmental Director or Senior Pastor (If Applicable) Date

Human Resource Services Department Date



Calculation of Vacation Time - Salaried Employees

Per NAD Policy 50, calculation days for salaried employees are provided as follows:

0 to 4 years	=	2 weeks (10 days)
5 to 9 years	=	3 weeks (15 days)
10+ years	=	4 weeks (20 days)

A work week is generally considered to be five (5) days. For calculation purposes, the Florida Conference has standardized the typical work week to always be considered Monday through Friday. However, there are employees whose responsibilities require a variation of the typical work week.

You may combine your vacation time with a scheduled holiday. However, holidays may not be carried forward or accumulated for use at a future time.

Following are a few examples of usage of calculation time:

Example 1: You leave for vacation on Sunday and return on Sunday. Your time for calculation purposes is five (5) days (Monday through Friday).

Example 2: You leave for vacation on Thursday and return on Sunday. Your actual vacation time is two (2) days (Thursday and Friday). Remember, Sabbaths and Sundays are never counted as vacation days.

Example 3: A scheduled holiday falls in the week you are on vacation. Subtract those days from your vacation days. For example, if you take vacation during Thanksgiving week, leaving on Sunday and returning on Sunday, your vacation time will be three (3) days (Monday, Tuesday, and Wednesday). Thursday and Friday are scheduled holidays and are therefore not considered vacation days.