

# New York Conference Vacation Request

Name \_\_\_\_\_

Date \_\_\_\_\_

This year I am eligible for:    \_\_\_ two weeks    \_\_\_ Three weeks    \_\_\_ four weeks

Carry-over from last year:    \_\_\_ one week    \_\_\_ two weeks

## Vacation Dates Requested

From \_\_\_\_\_

To \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

Please indicate the speakers you have arranged to serve your churches during your vacation.

Date	Church	Worship Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pastor(s) overseeing the district in your absence: \_\_\_\_\_

Elder in Chg \_\_\_\_\_

Church \_\_\_\_\_

Elder in Chg \_\_\_\_\_

Church \_\_\_\_\_

Elder in Chg \_\_\_\_\_

Church \_\_\_\_\_

Elder in Chg \_\_\_\_\_

Church \_\_\_\_\_

Please indicate where you can be reached in case of emergency:

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Date submitted \_\_\_\_\_

Signature \_\_\_\_\_

Date approved \_\_\_\_\_

Approved by \_\_\_\_\_

### For Office Use:

Vacation days available \_\_\_\_\_

Vacation days requested \_\_\_\_\_

Vacation days remaining \_\_\_\_\_

White Copy - Ministerial  
Yellow Copy - Treasury  
Pink Copy - Employee