

Vacation / Out of District Reporting-

Please submit the following information prior to leaving the district for pre-approval. Find this form online at: gscsda.org. Send copies to Ministerial Department, Human Resources and Payroll. caryfry@gscsda.org or gsanchez@gscsda.org, tfry@gscsda.org and sclevenger@gscsda.org

PASTOR'S NAME:	PHONE:
BEGINNING DATE _____	ENDING DATE _____
<input type="checkbox"/> VACATION REQUEST	VACATION DAYS AVAILABLE _____
<input type="checkbox"/> OTHER _____	# OF DAYS YOU'RE REQUESTING _____

EMERGENCY CONTACT INFORMATION

NAME:	PHONE:
RELATIONSHIP:	

DISTRICT INFORMATION FOR COVERING YOUR PULPIT

CHURCH:	1 ST ELDER NAME:	PHONE:
DATE:	NAME OF SPEAKER:	PHONE:
CHURCH:	1 ST ELDER NAME:	PHONE:
DATE:	NAME OF SPEAKER:	PHONE:
CHURCH:	1 ST ELDER NAME:	PHONE:
DATE:	NAME OF SPEAKER:	PHONE:



Vacation days entitled to the employee for the year can be taken before they are accrued. However, if there is a negative balance when employment concludes with GSC, it will be calculated as a deduction at the final payroll.

YEARS EMPLOYED	VACATION EARNED
DURING FIRST 4 YEARS=	2 WEEKS (10 DAYS) PER YEAR
FIVE THROUGH NINE YEARS=	3 WEEKS (15 DAYS) PER YEAR
AFTER NINE YEARS AND UP=	4 WEEKS (20 DAYS) PER YEAR

DATE RECEIVED _____ ADCOM: () APPROVED () DISAPPROVED

ADMIN SIGNATURE _____