

Vacation / Out of District Request



Prior to leaving the district, please submit your vacation/out of district requests to Human Resources at kbowes@gscsda.org for pre-approval. *(Antes de salir del distrito, por favor someter su pedido de vacaciones/fuera del distrito a Recursos Humanos a kbowes@gscsda.org para ser pre-aprobado.)*

PASTOR'S NAME: _____ PHONE: _____

BEGINNING DATE: _____ ENDING DATE _____

VACATION → VACATION DAYS AVAILABLE: _____ # OF DAYS REQUESTING _____

OUT OF DISTRICT → LOCATION/EVENT: _____ # OF DAYS _____

EMERGENCY CONTACT INFORMATION: INFORMACION DE CONTACTO EN CASO DE EMERGENCIA:

NAME: _____ PHONE: _____

RELATIONSHIP: _____

DISTRICT INFORMATION FOR COVERING YOUR PULPIT: INFORMACION DEL DISTRITO PARA CUBRIR SU PULPITO:

CHURCH: _____ 1ST ELDER NAME: _____ PHONE: _____


DATE: _____ NAME OF SPEAKER: _____ PHONE: _____

CHURCH: _____ 1ST ELDER NAME: _____ PHONE: _____

DATE: _____ NAME OF SPEAKER: _____ PHONE: _____

CHURCH: _____ 1ST ELDER NAME: _____ PHONE: _____

DATE: _____ NAME OF SPEAKER: _____ PHONE: _____

 Annual vacation days entitled to the employee can be taken before they are accrued. However, if there is a negative balance when employment concludes with GSC, they will be calculated as a deduction at final payroll. *(Los días de vacaciones que el empleado tiene por derecho tomar al año pueden ser tomados antes de que se acumulen. Sin embargo, si hay un saldo negativo cuando el empleado concluye con la GSC, se calculará como una deducción en la nómina final.)*

YEARS EMPLOYED	VACATION EARNED	
DURING FIRST 4 YEARS	= 2 WEEKS (10 DAYS) PER YEAR	<input type="checkbox"/>
FIVE THROUGH NINE YEARS	= 3 WEEKS (15 DAYS) PER YEAR	<input type="checkbox"/>
AFTER NINE YEARS AND UP	= 4 WEEKS (20 DAYS) PER YEAR	<input type="checkbox"/>

DATE RECEIVED BY HR: _____ ADCOM: () APPROVED () DISAPPROVED

DIRECTOR'S SIGNATURE: _____ PAYROLL SIGNATURE: _____