

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. *(Por favor, envíe la siguiente información antes de salir del distrito para ser aprobado. Puede encontrar este documento con la directora de Recursos Humanos al siguiente correo: kbowes@gscsda.org. Por favor enviar copias a Recursos Humanos.)*

PASTOR'S NAME: _____ **PHONE:** _____

BEGINNING DATE: _____ **ENDING DATE** _____

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

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

CONT. EDU. → **SCHOOL:** _____ **CLASS:** _____ **CREDIT HOURS:** _____ **# OF DAYS:** _____

SPECIAL NOTES:


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

NAME: _____ **PHONE:** _____

RELATIONSHIP: _____

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

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:

 Annual vacation days the employee is eligible to receive can be taken before they have accrued. However, if there is a negative balance when employment concludes with GSC, those days 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 calculara 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:** _____