

**TEXICO CONFERENCE
OF SEVENTH-DAY ADVENTISTS**

P.O. Box 1366 / 777 Sandia View Lane
Corrales, NM 87048

VACATION REQUEST FORM - Salaried Employees

Employee Name (Please Print)

Vacation Contact Number

I am requesting the following day(s) off for vacation: Vacation time is figured on a seven day week.

0-4 years of service = 14 vacation days annually
Next 5 year period = 21 vacation days annually
After 9 years of service = 28 vacation days annually

Emergency Contact Person:
Individual(s) Covering Districts(s)

Phone:

Phone:

Phone:

Phone:

Phone:

Vacation Start Date

Vacation End Date

Total Number of Vacation Days Requested

Employee Signature

Date

APPROVAL

Confirmation will be sent to you for your files upon approval

Conference Officer

Date