First Presbyterian Church of Petaluma

Vacation/ Leave Request Form

I, _____, request the following for my time off in accordance with FPC Personnel Policies.

First Choice: _____
from (date) to (date)

Second Choice: _____
from (date) to (date)

[ ] Vacation Time [ ] Unpaid Leave [ ] Other _____

Employee Signature _____ _____
(signature) *(date requested)*

Office Use Only:

[ ] Request approved [ ] Request Denied, Reason: _____

Supervisor: _____ _____
(signature) *(date)*

Number of Vacation Days_____ Number of Unpaid Days_____

Copies: Employee Records
Employee

Personnel Policy on Vacation (rev. 09-2008. see the policy for the full version)

All employees working year round (10 months) and 20 or more hours per week are entitled to paid vacation. Vacation is accrued in a linear fashion and may not be used during the first six months of employment. The HD Director or Administrator or Pastor approve all staff vacation time, except that requested by the HD Director, which shall be approved by the Administrator or Pastor. One month's advance notice is preferred, with at least two weeks notice required. Vacation periods and pay will be based on the employee's normal work week and wage.

HD employees taking more than three days vacation at one time should take this time in August when HD is not in session.

Employees may accrue a maximum of 150% of their annual vacation allowance. Failure to observe this limit will result in the loss of vacation leave. Specific exceptions approved in writing by the Pastor, HD Director or Administrator may be granted.