

NEW JERSEY CONFERENCE OF SEVENTH-DAY ADVENTISTS, INC
2303 BRUNSWICK AVENUE
LAWRENCEVILLE, NJ 08648

SALARIED STAFF VACATION REQUEST FORM

Name _____

According to policy I request vacation for the following dates:

- First Day of Vacation: _____ (e.g. August 1, 2010)
- Last Day of Vacation: _____ (e.g. August 14, 2010)
- Total Days of Vacation Requested: _____ (e.g. 14 Days)

For emergency I can be located through:

Name _____

Address _____

Cell Phone _____

Employee Signature _____ Date _____

Approved by Department Head _____ Date _____

Vacation Policy Clarification for Exempt Office Staff – “Exempt office staff will now only report as vacation days the actual business days (Monday-Thursday) that they are away from the office while on vacation. Other days taken off (Friday-Sunday) will not count as vacation days, but will be indicated on their monthly report as “days off”. For exempt office staff, one week of vacation is equal to 4 days and your vacation accrual is based on four (4) days for each week of vacation you are eligible to take. Vacation accrual rates and maximum days of vacation you may accrue are as follows”: ADCOM Action #09-64

<u>Annual Vacation</u>	<u>2 Weeks</u>	<u>3 Weeks</u>	<u>4 Weeks</u>
<u>Per Years of FT Service</u>	<u>1-4 Years</u>	<u>5-9 Years</u>	<u>10 Years</u>
Exempt Office Staff	8 days	12 days	16 days
<u>Max. Vacation Accrual</u>	<u>2 Weeks</u>	<u>3 Weeks</u>	<u>4 Weeks</u>
Exempt Office Staff	12 days	18 days	24 days

Holidays During Vacation – “Holidays which occur during vacation time will not count as part of employee’s vacation”. ADCOM Action #09-140

OFFICE USE ONLY:

- 1. The above request is approved as requested.
- 2. Approved subject to the following changes:

Signed _____
Conference Officer or Human Resources Director

ADCOM Meeting Date: _____

ADCOM Vote #: _____