

FIRST UNITED METHODIST CHURCH

TIME AWAY REQUEST

(Rev. 12.12)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Dates Away: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Will return to work on: \_\_\_/\_\_\_/\_\_\_

REQUESTED TIME: PART TIME EMPLOYEES, please be sure to request HOURS not DAYS.

|  | <u>Time Requested</u> | <u>Employee Handbook Reference</u>   |
|--|-----------------------|--------------------------------------|
| <input type="checkbox"/> Vacation  | _____                 | Section 401                          |
| <input type="checkbox"/> Birthday  | _____                 | Section 409                          |
| <input type="checkbox"/> PTO   | _____                 | Section 411                          |
| <input type="checkbox"/> Jury Duty   | _____                 | Section 412                          |
| <input type="checkbox"/> Continuing Educ   | _____                 | Section 413                          |
| <i>In addition, employee must complete Continuing Education Request form including prior approval by supervisor, and submit to Church Administrator for final approval and processing.</i> |                       |                                      |
| <input type="checkbox"/> UMC Duty  | _____                 | Section 414                          |
| <input type="checkbox"/> Mission Leave   | _____                 | Section 415                          |
| <input type="checkbox"/> Unpaid Leave  | _____                 | See Church Administrator for details |

Signature of Employee and Supervisor must be completed prior to submitting to Church Administrator for final processing.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If requested hours are not available, Church Administrator will discuss further with Employee and Supervisor

Church Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Hours Available

Final Processing Complete

(Form to be submitted FIVE (5) business days prior to start of time away if possible, but immediately upon returning to work / Always double check your available hours if you have any doubt.)