



# The ARIZONA CONFERENCE CORPORATION of SEVENTH-DAY ADVENTISTS®



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## Annual Vacation Request Form

Annual vacation time will be calculated using a four day work week as follows:

- During the first four-year (4) period of full-time service, you are entitled to eight (8) days of vacation
- During the next five (5) years of full-time service, you are entitled to twelve (12) days of vacation.
- After nine (9) years of full-time service, you are entitled to sixteen (16) days of vacation.

Employee Name: \_\_\_\_\_

I am requesting the following vacation days/weeks:	Number of vacation days requested:

Emergency Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date of Request

VACATION REQUESTS SHOULD ARRIVE IN THE EXECUTIVE SECRETARY'S OFFICE  
AT LEAST FIFTEEN (15) DAYS PRIOR TO THE PLANNED TIME OF VACATION.



### Approval Signatures

Departmental Director: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Office: \_\_\_\_\_ Date: \_\_\_\_\_

Prior Year Rollover: \_\_\_\_\_  
 Plus Current Year Earned: \_\_\_\_\_  
 Minus Current Year Used: [ ] \_\_\_\_\_  
 Current Year Balance Remaining: \_\_\_\_\_

# Vacation Policy

Annual vacation should be taken during the fiscal year in which it is earned; any exceptions to this policy must be approved by Administration. Since vacation time should generally be taken in the year of accrual, it is assumed that exempt employees have taken their annual vacation accrual unless a written request is made by the employee to the employer for a roll over to the following year . . . All vacation time must be taken in full day increments, not partial days, unless allowed under local state laws.\*\* Any unused vacation time which cannot be rolled over **will be forfeited** by the employee.

YEARS EMPLOYED	DAYS EARNED DURING CALENDAR YEAR BASED ON A FOUR DAY WORK WEEK	DAYS ALLOWED TO ROLLOVER TO NEXT CALENDAR YEAR BASED ON A FOUR DAY WORK WEEK	MAXIMUM VACATION DAYS ALLOWED PER CALENDAR YEAR BASED ON A FOUR DAY WORK WEEK
1-4	8	4	12
5-9	12	6	18
10	16	8	24

It is the responsibility of the employee to arrange their vacation. Vacation may be taken at such times during the year when requested by the employee, approved by the supervisor, and authorized by Administration. A request for vacation should be made in advance, except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately.

The number of paid holidays granted in any calendar year is limited to the holidays approved by Administration. Any leave taken beyond that shall be treated as part of the employee’s annual vacation.

*\*\*For additional information, refer to NAD Working Policy 2010-2011, E 75, “Vacations and Holidays.”*