



Cathedral Request for Leave

Today's Date: ____ / ____ / ____

Your Name: _____

Types of Leave:

[V] Vacation: Use for normal vacation. Vacation time is allotted based on time of completed service. It is used in a minimum of ½ day units. A maximum of one week of vacation can be accrued from one year to the next. See pages 24-25 of the Employees Policies & Procedures Handbook for more information.

[P] Personal Leave: Use for sick leave as well as personal issues (personal emergency, bereavement leave for a non-immediate family member, care of sick family member, dental appointments, eye exams, closing on mortgage, etc.). It is used in a minimum of ½ day units. Full time employees receive 6 days per calendar year. Part-time employees, who work at least 20 hours a week, receive 3 days per calendar year. Please see pages 25-27 of the Employees Policies & Procedures Handbook for more information.

[E] Extended Sick Leave – Paid: Use in the case of a serious, extended illness. See page 27 of the Employees Policies & Procedures Handbook for more information.

[O] Other: Less common forms of leave are also available. Some examples are Holiday Make Up, Compensation Time, Bereavement Leave, Unpaid Personal Leave, Jury Duty, Military Leave, etc. The [O] type of leave should also be used for conferences, ministry time, and all other leave types. Using the [O] type of leave requires the completion of the explanation section of this form.

Step 1: Complete the following (MM/DD/YYYY).

½ Day Only? Leave Type

From ____ / ____ / ____ through ____ / ____ / ____

Yes/No []

From ____ / ____ / ____ through ____ / ____ / ____

Yes/No []

From ____ / ____ / ____ through ____ / ____ / ____

Yes/No []

Step 2: Give an explanation for [O] types of leave. All others may skip this step.

Step 3: Have your immediate supervisor sign off on your request. _____

Step 4: After you complete the form, place it in Pastor Adam Panepinto's box.

For Office Use – Payroll: _____ Date: ____ / ____ / ____ Lead Associate/Lead Pastor _____

Avail. Balances at Date (Incl. Other Requests): [V] ____ [P] ____ Request: ___Approved ___Denied

Avail. Balances after request (Incl. Other Requests): [V] ____ [P] ____

___ Copy for Payroll ___ Copy for Calendar ___ Copy for Employee