

## Elk River Lutheran Church ELCA - Time Off Request Procedure & Form

Per our Employee Handbook eligible employees accrue vacation and sick for use as described in the handbook. This form provides the procedure for how time-off requests are made and tracked.

- Time-Off requests should be made as far in advance as possible. When last minute/unplanned absences occur, forms should be submitted upon return to work.
- Completed forms will be turned into the Lead Pastor.
- Requested time off should be noted on the ERLC Staff Google calendar at the time of the request, but is not considered "approved," until signed off by the Lead Pastor.
- The Bookkeeper will return a copy of approved Time-Off Request forms once they are recorded.
- The paper copy on file with the bookkeeper is the official record.

### Time-Off Request

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

Time-Off Requested: \_\_\_\_\_ Day(s) OR \_\_\_\_\_ Hour(s)

Beginning on: \_\_\_\_\_

Ending on: \_\_\_\_\_

**Reason for Request:**

- Vacation
- Sick Leave
- Continuing Education
- Other \_\_\_\_\_

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**Lead Pastor Use Only:**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

