

# Vacation Request

## Northern California Conference of Seventh-day Adventists

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

This year I am eligible for:  Two weeks  Three weeks  Four weeks

### Vacation Dates Requested

*Please do not plan vacation time during regular pastors' and Bible Instructors' meetings or the camp meeting to which you are assigned for duty.*

From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

*Pastors only-Please indicate the speakers you have arranged to serve your church(es) during your vacation.*

Date	Church	Worship Service	Prayer Meeting
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please indicate how we could contact you in case of emergency.

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Other: \_\_\_\_\_

*By requesting the above vacation days, I agree that if these days exceed my accrued vacation time, and if my employment with NCC should terminate before I accrue sufficient vacation days to cover the time I actually used, I authorize NCC to subtract the deficiency from my final pay disbursement.*

Date Submitted \_\_\_\_\_ Signature \_\_\_\_\_

Approved by supervisor: \_\_\_\_\_ Approved by Office \_\_\_\_\_

*\*If an assistant, associate or Bible instructor, please have approved by supervisor before submitting*

*Please submit this form to the Conference Human Resources Department at least one month prior to your vacation and keep a copy for your records. If you have any questions concerning this form or your vacation accrual, please contact the Human Resources Department at (925) 603-5045 or email at [hr@nccsda.com](mailto:hr@nccsda.com).*

**North American Division Working Policy**  
**D 50 - Vacations and Holidays**

**D 50 05 Basis for Vacations**—1. Annual vacation with pay shall be provided for regular denominational employees and may be accrued and calculated on the following basis:

*Vacation entitlement per year of accrued per full-time service 38-hour week:*

During first four-year period 2 weeks 1.4575 hours

During next five-year period 3 weeks 2.1863 hours

After nine years of service 4 weeks 2.9151 hours

2. A normal work week differing from the 38 hours will require a recalculation of the entitlement accrual rate.

3. Regular part-time employees shall accrue vacation time on a pro-rata basis. The rate of vacation time accrual shall be on the basis of years of full-time equivalency.

4. Service for vacation accrual purposes shall include days worked, approved sick time, holidays and vacation days.

5. Individuals who become denominational employees after several years of experience in a type of work that enhances their ability to function more effectively in their work for the Church may be granted one year of credit toward vacation accrual for each two years of such prior service.

**D 50 10 Records**—Denominational employers shall keep the necessary records for vacation accrual and vacations taken. Employees are eligible to begin accruing vacation time at the 3 and 4 week rates after completing 4 and 9 years of service or in harmony with mandated government requirements. Employees are eligible to begin accruing vacation time at the 4-week rate after completing 9 years of service or in harmony with mandated government requirements.

**D 50 15 Maximum Accrual**—Vacation time may only be earned and accumulated from year to year up to a maximum of 150% of the annual vacation entitlement including current year accruals. However, an employee shall be allowed to accrue more than the maximum if the employer is unable to grant vacation at the time the employee reaches the maximum inclusive of vacation time for the current year.

**D 50 20 Termination or Retirement**—At the time of termination from denominational employment or retirement all accrued but unused vacation time shall be granted. The maximum shall be up to 150% of the annual vacation entitlement, including current year accrual. (See D 50 15.)

**D 50 30 Transfers**—When an employee is transferred from one denominational organization to another, accrued vacation time of up to 150% of vacation entitlement including current year accruals, shall be paid in cash by the former employer to the employee at the time of transfer. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or termination begins.

**D 50 35 Vacation Time**—Vacation time should generally be taken in the year of accrual. It will be assumed that exempt employees have taken their vacation annually unless a written request is made by the employee to the employer for a carry-over to the following year or a formal reporting/accounting system is in place (*Note: NCC utilizes a formal reporting/accounting system so no requests to carry-over unused vacation are necessary*). Vacation may be used at such time or times when requested by the employee, approved by the supervisor, and authorized by the appropriate authority. Time off for Family and Medical Leave of Absence purposes shall be requested in accordance with (*NCC Policy*).

**D 50 40 Vacation Requests**—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 to the supervisor.