

Jan Hus Presbyterian Church & Neighborhood House  
351 E. 74<sup>th</sup> Street  
New York, New York 10021  
(212) 288-6743; Fax (212) 879-0929  
www.janhus.org; Email: church@janhus.org

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### **Vacation & Personal Day Request Form**

*Please read the following before completing your request on the reverse side.*

Time off to refresh from the challenges of our mission work are important. We have a generous policy for vacation and personal days and we encourage you to use them. Body, soul, and spirit all need time for rest, deepening, and new vision...not to mention fun! We encourage you to use your vacation time.

Please review the Employee Manual so that you are familiar with all policies that apply to vacation, personal days, holidays, and sick days, with special attention to these highlights:

- Employee Holidays: New Year's Day, President's Day, Independence Day, Thanksgiving Day, Martin Luther King's Birthday, Memorial Day, Labor Day, and Christmas Day.
  - Vacation Days: For exceptions and more information, please see the Employee Manual.
    - May not interfere with church operations.
    - Must be submitted at least one month in advance.
    - Must be approved by Supervisor and Head of Staff
    - Conflicts will be resolved according to policy manual.
    - Vacation must be taken in full week increments. If you have four weeks vacation, only two may be taken at any one time.
    - Vacation time may not be accumulated and carried over into any following calendar year.
  - Personal Days: For exceptions and more information, please see the Employee Manual.
    - Once every six months of every calendar year, you are permitted to a paid Personal Day (a maximum of two Personal Days per calendar year).
    - Personal Days, as with Vacation Days, may not be accumulated and carried over into any following calendar year.
  - Sick Leave: For exceptions and more information, please see the Employee Manual
    - Sick Days are not to be used for vacation or personal days.
    - Sick Leave may be used for the purposes of visiting doctors, dentists, or other practitioners in their offices.
    - Sick Leave may also be used for tending to a serious illness suffered by a member of your immediate family.
- Jan Hus Presbyterian Church & Neighborhood House

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*Completing and signing this form confirms that you have read the reverse side and the relevant sections in the Employee Manual*

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Date of Submission: \_\_\_\_\_

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

Area of Mission: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Vacation Request:**

Vacation Time Available as of this Request: \_\_\_\_\_

Vacation Request: \_\_\_\_\_

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**Personal Day Request:**

Personal Days Available as of this Request: \_\_\_\_\_

Personal Day Request: \_\_\_\_\_

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Other Comments: \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

**Approvals:**

Supervisor Approval & Date: \_\_\_\_\_

Head of Staff Approval & Date: \_\_\_\_\_

Employee Notified By Whom & Date: \_\_\_\_\_