



west
end
baptist

Employee Time Away Form

Note: To request vacation and other scheduled time away, this form should be completed by the employee and submitted to his/her supervisor in advance. For illness and other unexpected time away, this form should be completed by the employee and submitted to his/her supervisor immediately after return to duties. For long-term absences, this form should be completed either by the employee or supervisor as soon as it becomes evident that there will be an extended time away, and submitted to the pastor.

Employee's Name: _____ Date: _____

Time Away Period: _____

Reason:

_____ Vacation _____ Other (please explain) _____

Approved by supervisor: _____ Date: _____