



SOUTHEASTERN CONFERENCE OF SDA
VACATION REQUEST FORM

VACATION REQUESTS SHOULD BE TURNED INTO THE OFFICE OF SECRETARIAT AT LEAST THIRTY (30) DAYS PRIOR TO THE PLANNED VACATION. SEE PAGE 2 FOR EXAMPLES OF VACATION CALCULATIONS.

EMPLOYEE NAME: _____
E-MAIL ADDRESS: _____
TELEPHONE: _____

VACATION CALCULATOR	
Number of days earned this year	
Number of days carried over from last year	+
<i>Total Vacation Time Accumulated</i>	
Number of days previous taken	-
Number of days this request	-
<i>New Vacation Balance</i>	

FIRST REQUEST

I am requesting the following day(s) off for vacation:
Vacation Dates: _____
I will return to work on: _____
Person Covering District(s), if applicable: _____ Tel: _____

SECOND REQUEST

I am requesting the following day(s) off for vacation:
Vacation Dates: _____
I will return to work on: _____
Person Covering District(s), if applicable: _____ Tel: _____

EMPLOYEE'S SIGNATURE _____
DATE

EMERGENCY CONTACT PERSON

NAME _____
TELEPHONE NUMBER

APPROVAL (OFFICE OF SECRETARIAT ONLY)

EXECUTIVE SECRETARY / HUMAN RESOURCES DIRECTOR _____
DATE

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PER NAD Policy D50, calculation days for salaried employees are provided as follows:

0 to 4 years of service = 2 weeks (10 days)
5 to 9 years of service = 3 weeks (15 days)
After 9 years of service = 4 weeks (20 days)

A work week is generally considered to be five (5) days. For calculation purposes, Southeastern Conference has standardized the typical work week to always be considered Monday through Friday. However, there are employees whose responsibilities require a vacation of the typical work week.

You may combine your vacation time with a scheduled holiday. However, holidays may not be carried forward or accumulated for use at a future time.

Following are a few examples of usage of calculation time:

Example 1: You leave for vacation on Sunday and return on Sunday. Your time for calculation purposes is five (5) days (Monday through Friday).

Example 2: You leave for vacation on Thursday and return on Sunday. Your actual vacation time is two (2) days (Thursday and Friday). Remember, Sabbaths and Sundays are never counted as vacation days.

Example 3: A scheduled holiday falls in the week you are on vacation. Subtract those days from your vacation days. For example, if you take vacation during Thanksgiving week, leaving on Sunday and returning on Sunday, your vacation time will be three (3) days (Monday, Tuesday, and Wednesday). Thursday and Friday are scheduled holidays and are therefore not considered vacation days.

**A maximum of ten (10) unused vacation days
may be carried over to the next year.**