

**Greater New York Conference of Seventh-day Adventists**  
**7 Shelter Rock Road \* Manhasset, New York 11030**  
**Office of the Secretariat**  
**VACATION CARRY-OVER REQUEST FORM**  
**From 2018 to 2019**

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

Position: \_\_\_\_\_ E-mail: \_\_\_\_\_

Regular Full-Time Denominational Work: \_\_\_\_\_ year(s) Vacation already taken: \_\_\_\_\_

Vacation Time to Carry Over to 2019: \_\_\_\_\_ week(s) or \_\_\_\_\_ day(s)

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Type/Print full name if sent electronically)

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**Basis for Vacation**

Annual vacation, with pay, is provided for regular full-time denominational employees on the following basis:

- During the first 4 year period: 2 Weeks (after one full year of service)
- During the next 5 year period: 3 Weeks
- After 9 full years of service: 4 Weeks

A maximum of 2 week vacation time may be carried over to the following year upon the approval of the Conference Executive Committee. Any unused vacation in excess of two (2) weeks will be forfeited at year end. 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**. (GNYC Working Policy Handbook A 13).

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, including vacation time for the current year.

Please return this form via e-mail, fax or mail to the **Office of the Secretariat** on or before **November 15, 2018** to be voted on at the Executive Committee Meeting in December. Please ensure that **all vacation and vacation carry-over requests are submitted before November 15, 2018 so that your vacation may be validated. If these forms are not received on time, you may not be eligible for vacation carry over.** Thank you for your cooperation. God bless.

**For Assistance Contact:**  
The Office of the Secretariat

**Fax:** (516) 210-0574 \* **E-mail:** [chayman@gnyc.org](mailto:chayman@gnyc.org)

**Mail:** Office of the Secretariat \* 7 Shelter Rock Road \* Manhasset, NY 11030