



Vacation Request Form

Please complete and return to Jenn

This form must be signed by Eden prior to making travel plans

You may request *2 days off plus 1 travel day* for trip home, discernment retreat, wedding, etc. Any additional time off other than scheduled breaks will be denied unless for a family emergency.

Time-off prior to or following a break or prior to the beginning or end of the year is granted only in certain circumstances (traveling a great distance, doctor's appointment, family event, etc.)

Name: _____ Today's Date: _____

I am requesting the following days off:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Retreats or Conflicts							

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Retreats or Conflicts							

Reason: _____

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SPIRITUS Missionary Signature

Date

Formation Coordinator Signature

Date

Director Notes: _____

Director Signature

Date