

North Stelton A.M.E. Church

123 Craig Avenue
Piscataway, NJ 08854

Leave Application Form

Leave Information

Employee Name: _____

Type of Absence Requested:

- | | | | |
|--------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Sick | <input type="checkbox"/> Vacation | <input type="checkbox"/> Bereavement | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Tardy | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Maternity/Paternity | <input type="checkbox"/> Other |

Dates of Absence: From: _____ To: _____

Reason for Absence:

You must submit requests for absences, other than sick leave, one week prior to the first day you will be absent. If tardy, please indicate amount of time you were late.

Blackout days (Vacations not allowed) Easter Sunday, Church Anniversary, Men's Day, Women's Day, Christmas Eve, Christmas Sunday, New Year's Eve.

Employee Signature *Date*

Pastors Authorization

- Authorized
 Not Authorized

Comments: