



**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 2021 to 2022**

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

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

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

Vacation Time to Carry Over to 2022: \_\_\_\_\_ 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
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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 24, 2021**. Please ensure that **all vacation and vacation carry-over requests are submitted before November 24, 2021 so that your vacation carry-over may be validated** to be voted on at the last Executive Committee Meeting in December. **If these forms are not received on time, you may not be eligible for vacation carry over.** Thank you for your cooperation.

**Blessings!**

*For Assistance Contact: Christine Hayman*  
516-467-5052

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