



**GREATER
NEW YORK
CONFERENCE**

of Seventh-day Adventists®

**Office of the Secretariat
7 Shelter Rock Road, Manhasset, New York 11030**

VACATION CARRY-OVER REQUEST FORM

From 2024 to 2025

Name: _____ Telephone: _____

Position: _____ E-mail: _____

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

Vacation Time to Carry Over to 2025: _____ week(s) or _____ day(s)

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

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 14, 2024**. **All vacation and vacation carry-over requests are to be submitted by November 14, 2024 so that your vacation carry-over may be validated and 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*

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

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