**Title: 4260 Sick/Person/Vacation Days**

|  |  |
| --- | --- |
|  | **4260 Sick/Person/Vacation Days**  Sick/Person/Vacation is equal to the number of hours worked per day. Preplanned time off must be requested in advance by submitting a request to their director, supervisor, or pastor, as soon as possible for approval.  Sick/Person/Vacation requests may be approved or denied based on business need.  Sick/Person/Vacation balances are not permitted to go into negative. Once PTO has been exhausted for the year, additional approval for time off must be unpaid unless superseded by a different policy.  Sick/Person/Vacation may not be used to extend the termination date. |