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

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|  | **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 Once PTO has been exhausted for the year, additional approval for time off must be unpaid unless superseded by a different policy.Sick/Person/Vacation may not be used to extend the termination date.  |