

PROFESSIONAL OUT-OF-CONFERENCE REQUEST
Kentucky-Tennessee Conference

Name of Employee _____ Date Filed _____

Inviting Institution _____

Inviting Institution Contact Person _____

Dates From _____ To _____

Personal time off before or after the above dates should be requested on a
Vacation Form.

Where _____

Purpose _____

In an emergency, I may be contacted through:

Name _____

Address _____

Phone (_____) _____

During my absence, the following arrangements have been made for speakers in my church(es):

Church _____

Sabbath _____ Speaker _____

Sabbath _____ Speaker _____

Church _____

Sabbath _____ Speaker _____

Sabbath _____ Speaker _____

For Office Use Only

- The above request is approved.
- The above request is approved subject to the following changes: _____

Signed _____

Secretariat

Date

**Return to: Vice President for Administration, Kentucky-Tennessee Conference,
P. O. Box 1088, Goodlettsville, TN 37070-1088: FAX 615-859-2120.**

Revised 10/11/2018