

**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 Request 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 \_\_\_\_\_

\_\_\_\_\_ Human Resources Director

\_\_\_\_\_ Date

**Return to: Human Resources Director, [chaley@kytn.net](mailto:chaley@kytn.net) or FAX: 615-859-2120**  
**Kentucky-Tennessee Conference, PO Box 1088, Goodlettsville, TN 37070-1088**