

**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 as  
Vacation time in BambooHR.

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 \_\_\_\_\_

Ministerial Director

Date

Save file and return to: Ministerial Dept., [knoll@kytn.net](mailto:knoll@kytn.net) or

FAX: 615-859-2120

Kentucky-Tennessee Conference, PO Box 1088, Goodlettsville, TN 37070-1088

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