

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: Human Resources Director, hr@kytn.net or
FAX: 615-859-2120**

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

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