



**FIRST UNITED  
METHODIST  
CHURCH  
WINTER GARDEN**

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Rev. Melissa M. Stump  
Passionately Sharing Christ..Through Worship, Nurture, Missions & Biblical Teachings

### **Staff Time Off Request**

#### **Attention: Business Manager**

Name: \_\_\_\_\_

Please Check which of these apply

\_\_\_\_\_ Half day off \_\_\_\_\_ Full day off \_\_\_\_\_ Jury Duty \_\_\_\_\_ Week off

\_\_\_\_\_ Other ( explain)

First day away from the office: \_\_\_\_\_

Last day away from the office: \_\_\_\_\_

First day back to work: \_\_\_\_\_

Phone numbers where you can be reached in an emergency: \_\_\_\_\_  
\_\_\_\_\_

Who will cover your duties while you are away? \_\_\_\_\_  
\_\_\_\_\_

Notes or special  
information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Business Manager: \_\_\_\_\_

Date Authorized: \_\_\_\_\_

Employed Notified: On \_\_\_\_\_ BY \_\_\_\_\_

<input type="radio"/>	Rev. Melissa Stump		
<input type="radio"/>	Ken	<input type="radio"/>	David
<input type="radio"/>	Jamie	<input type="radio"/>	Elyse
<input type="radio"/>	Debbie	<input type="radio"/>	Lily
<input type="radio"/>	Melissa Pash	<input type="radio"/>	Lori
<input type="radio"/>		<input type="radio"/>	



Open Hearts, Open Minds and Open Doors