

# MINISTERS APPLICATION FOR LEAVE



OPEN BIBLE STANDARD CHURCHES OF T&T INC.  
36-40 Ruth Avenue, Les Efforts West. San Fernando

## INSTRUCTIONS:

- This form is double-sided. Please fill in its entirety.
- Vacation must be taken in each calendar year, rather than per anniversary year.
- **Form must be submitted to the National Office at least one (1) month before proposed leave.**
- The Minister's District Superintendent must be made aware of leave before submission.
- Original copy of Approved leave will remain on the personal file of the minister and a copy will be issued to him/her.

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

Annual Leave       Study Leave       Sick Leave

Emergency & Personal Leave       Other (Please specify): \_\_\_\_\_

No. of days applied for: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Public Holidays during leave: \_\_\_\_\_

Last day of ministry: \_\_\_\_\_ Return to ministry: \_\_\_\_\_

*Please answer the following questions:*

1. Who would be in charge during your leave? \_\_\_\_\_

2. A. Please use designated area at back of form or provide applicable attachment of speakers scheduled to minister during your absence.

B. All guest speakers from outside of The Open Bible Standard Churches must first be cleared with your Regional Supt. before confirming such arrangements. **(Request Forms are available at Head Office)**

3. Have you informed your District Superintendent about your leave? Yes  No

4. Vacation Pay requested in advance? Yes  No

Leave brought forward as at 31st December previous year (**maximum 2 weeks**): \_\_\_\_\_

Amount of leave due for the current year: \_\_\_\_\_

Total leave accumulated: \_\_\_\_\_

Amount of leave applied for: ( \_\_\_\_\_ )

Leave balance: \_\_\_\_\_

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List of Speakers:

Date: \_\_\_\_\_ Speaker: \_\_\_\_\_

Minister's signature: \_\_\_\_\_

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

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## FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_

Approved: Yes  No

Reg. Supt / National Director: \_\_\_\_\_

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