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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="checkbox"/>	Rev. Melissa Stump	<input type="checkbox"/>	
<input type="checkbox"/>	Blair	<input type="checkbox"/>	Ken
<input type="checkbox"/>	Debbie	<input type="checkbox"/>	Neyda
<input type="checkbox"/>	Jamie	<input type="checkbox"/>	Wendy
<input type="checkbox"/>	Joan	<input type="checkbox"/>	Wendy
<input type="checkbox"/>	Kathy	<input type="checkbox"/>	