Klarstig

# Religious Organizations Time Off Approval

Summarize a proposed action and the information needed for a decision. Completion of this form records a request; it does not approve spending or authorize the action.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Decision requested ***

**Reason and expected benefit ***

**First day of leave ***

**Last day of leave ***

**Decision needed by ***

**Alternatives considered**

### Effect of delay or refusal

### Person or role responsible for approval *

## Specific details

### Leave type and requested date range

Complete when relevant to this request.

### Working days affected handover arrangements and coverage

## Operating context

### Congregation program or community activity

Complete when relevant to this request.

### Venue schedule participation and practical support arrangements

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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