**Vacation Request Form**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | | |
| **Employee ID:** |  | **Department:** |  |
| **Position/Job title:** |  | **Supervisor/Manager:** |  |

**Vacation Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vacation Start Date:** |  | **Vacation End Date:** |  |
| **Total Number of Days Requested:** |  | **Will you be traveling out of State/Country?** | ☐ Yes ☐ No |
| **If yes, please specify:** |  | | |

**Coverage During Absence**

|  |  |
| --- | --- |
| Person Covering Duties (if applicable): |  |
| Contact Information While Away (optional) |  |

**Employee Acknowledgment**  
I hereby request vacation leave for the dates indicated above. I understand that approval is subject to company policy and staffing requirements.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

**For Office Use Only**

☐ Approved ☐ Denied

|  |
| --- |
| **Supervisor/Manager’s Comments:** |

**Supervisor/Manager’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

**HR Department Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_