

Vacation Request Form Sample for Part-Time Workers

This **vacation request form sample** is designed specifically for part-time workers, streamlining the process of submitting time-off requests. It helps ensure accurate tracking of leave balances and approval workflows. Using this form, employers can efficiently manage vacation schedules while accommodating part-time staff availability.

Employee Name:

Employee ID:

Department:

Vacation Type:

--Please Select--

Vacation Start Date:

Vacation End Date:

Total Number of Hours Requested:

Reason for Vacation (optional):

Date of Request:

Manager Approval:

--Pending--

Submit Request