

Leave of Absence Notice Form - Vacation Request

Please use this form to formally request a leave of absence for vacation purposes. Submit the completed document to your supervisor or HR department for approval.

Employee Name:

Department:

Position/Title:

Immediate Supervisor/Manager:

Leave Start Date:

Leave End Date:

Expected Return to Work Date:

Reason for Leave:

Contact Information During Leave:

Work Delegation or Coverage Plan During Absence:

Employee Signature: _____ **Date:** _____

For Supervisor/HR Use Only

Approval Status:

☐ Approved

☐ Not Approved

Comments:

Supervisor/Manager Signature: _____ **Date:** _____

*Submitting this **leave of absence notice form** ensures clear communication of your intended vacation leave and assists with workplace scheduling and approval processes.*