Vacation Request Form

This **vacation request form sample** simplifies the process of applying for time off while clearly displaying the employee's current leave balance. Designed for ease of use, it ensures accurate tracking of available leave. Employers and employees benefit from organized and transparent time-off management.

Leave Balance: 12 days remaining

Employee Name

Employee ID

Department

Start Date

End Date

Number of Days Requested

Reason for Leave (optional)

Submit Request