

Advance Vacation Leave Notice Form

This **advance vacation leave notice form** sample is designed specifically for school teachers to formally request time off. It ensures clear communication and proper documentation of leave dates. Utilizing this form helps maintain smooth academic scheduling and staff management.

Teacher Name

Employee ID

Department/Grade/Subject

Leave Start Date

Leave End Date

Total Days of Leave

Reason for Leave

Arrangements for Class Coverage

E.g., Substitute teacher, rescheduling classes, etc.

Teacher's Signature

Date

Principal/Head Approval

Name & Signature

Date Approved

Submit Leave Request

