

Vacation Request Form Sample for Family Emergency

Use this **vacation request form sample** to efficiently notify your employer about a family emergency. It ensures all necessary details are included for a smooth approval process. Download and customize the form for your specific situation.

Employee Information

Full Name:

Employee ID:

Department:

Position:

Vacation Request Details

Vacation Start Date:

Vacation End Date:

Total Number of Days Requested:

Reason for Request

Type of Emergency:

☐ Serious illness in family

☐ Accident

☐ Other

Please provide details:

Contact Information During Leave

Contact Number:

Email Address:

Approval

Supervisor/Manager Name:

Date Submitted:

Submit Request