

Vacation Request Form

This **vacation request form sample** includes a clear approval section to streamline the leave authorization process. It helps employees submit time-off requests efficiently while enabling managers to review and approve them quickly. The form ensures organized record-keeping and smooth communication between staff and supervisors.

Employee Name:

Department:

Date of Request:

Vacation Start Date:

Vacation End Date:

Reason for Vacation:

Approval Section

Manager's Comments:

Manager's Name:

Date:

Approval Status:

☐ Approved ☐ Declined

Submit Request