

# 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

<b>Manager's Comments:</b>	
<input type="text"/>	
<b>Manager's Name:</b>	<b>Date:</b>
<input type="text"/>	<input type="text"/>
<b>Approval Status:</b>	
<input type="radio"/> Approved	<input type="radio"/> Declined

**Submit Request**