

Vacation Leave Notice Form

This **vacation leave notice form** is designed to streamline the process of requesting time off and requires managerial approval. Please complete all sections and submit to your supervisor at least 2 weeks prior to your intended leave period.

Employee Name:

Department:

Email Address:

Start Date:

End Date:

Number of Leave Days Requested:

Reason for Leave:

Work Handover Details (if any):

Employee Signature: _____ **Date:** _____

Manager Approval

Approved / Not Approved (Circle one)

Manager Comments:

Manager Signature: _____ **Date:** _____

