

Vacation Leave Notice Form

This **vacation leave notice form** sample is designed specifically for government employees to formally request time off. It ensures clear communication and compliance with official protocols. Using this template helps streamline the approval process while maintaining accurate records.

Employee Information			
Full Name:	<input type="text"/>	Employee ID/No.:	<input type="text"/>
Department:	<input type="text"/>	Position/Title:	<input type="text"/>
Vacation Leave Details			
Date of Filing:	<input type="text"/>	Contact No. During Leave:	<input type="text"/>
Inclusive Dates of Leave:	From <input type="text"/>	To <input type="text"/>	
Total No. of Days:	<input type="text"/>	Type of Leave:	<input type="button" value="Vacation Leave"/> <input type="button" value="If others, specify"/>
Reason for Leave:	<input type="text"/>		

Authorization

Immediate Supervisor's Recommendation:	<input type="radio"/> Recommended <input type="radio"/> Not Recommended
Supervisor's Signature/Date:	
Division Head/Office Approval:	<input type="radio"/> Approved <input type="radio"/> Disapproved
Division Head Signature/Date:	

Employee's Signature:	
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Note: Please attach relevant supporting documents where necessary. Ensure that all fields are properly filled out to avoid processing delays.