

Vacation Leave Notice Form (Multiple Days)

This **vacation leave notice form sample** is designed for employees planning multiple days off, ensuring clear communication with management. It streamlines the approval process by detailing start and end dates, reason for leave, and contact information. Utilizing this form helps maintain workflow continuity while accommodating employees' time off requests.

Employee Name:

Employee ID/Number:

Department:

Position/Title:

Leave Start Date:

Leave End Date:

Total Number of Leave Days:

Reason for Leave:

Contact Information During Leave:

Email Address:

Work Delegation or Notes (if any):

Date Filed:

Employee Signature:

For Managerial/HR Use Only

Approval Status:

☐ Approved ☐ Denied

Manager/HR Notes:

Date:

Manager/HR Signature:

Submit