

Vacation Request Form

This **vacation request form sample** features multiple approver options to streamline the leave approval process. It ensures efficient communication by involving necessary supervisors and managers. Ideal for organizations requiring multi-level authorization for time-off requests.

Employee Name

Department

Vacation Dates

e.g. 2024-07-01 to 2024-07-10

Reason for Vacation

Approver 1: Immediate Supervisor

Supervisor Name

Approve

Approver 2: Department Manager

Manager Name

Approve

Optional Approver: HR Representative

HR Name

Approve

Submit Request