

# 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

Reason for Vacation

## Approver 1: Immediate Supervisor

Supervisor Name

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Approve

## Approver 2: Department Manager

Manager Name

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Approve

## Optional Approver: HR Representative

HR Name

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Approve

Submit Request