Vacation Request Form (Remote Employees)

This **vacation request form** sample is designed specifically for remote employees, streamlining the process of requesting time off. It ensures clear communication and proper approval while accommodating the unique needs of remote work. Use this form to maintain efficient scheduling and team coordination.

Employee Name:

Email Address:

Department/Team:

Manager/Supervisor:

Type of Leave:

-- Select --

Start Date:

End Date:

Total Days Requested:

Coverage/Hand-over Plan:

Describe how your responsibilities will be handled during your absence

Additional Comments:

Submit Request