

# Vacation Request Form (Extended Leave)

Use this **vacation request form sample** to easily apply for an extended vacation, ensuring all necessary details are clearly communicated. The form helps streamline approval processes by capturing essential information such as dates, reason, and contact during absence. Simplify your extended leave planning with this organized and efficient template.

**Employee Name:**

**Department:**

**Position/Title:**

**Vacation Start Date:**

**Vacation End Date:**

**Reason for Extended Vacation:**

**Contact Information During Absence:**

Phone, Email, etc.

**Person Covering Duties (if applicable):**

**Additional Notes/Requests:**

**Submit Request**