Employee Vacation Request Form Template

Employee Vacation Request Form

Use this comprehensive template to streamline your organization's vacation request process. This form ensures that all necessary information is collected and helps maintain clear communication between employees and management.

1. Employee Information

Please provide the following details:

- Full Name: [Employee's full name]

- Employee ID: [Unique employee identifier]

- Department: [Employee's department]

- Position: [Employee's job title]

- Direct Supervisor: [Name of immediate supervisor]

- Date of Request: [Date the form is being submitted]

2. Vacation Details

Specify the dates and type of leave requested:

- Vacation Start Date: [First day of requested leave]

- Vacation End Date: [Last day of requested leave]

- Total Number of Working Days: [Calculate the number of working days requested]

- Type of Leave:

  - Paid Time Off (PTO)

  - Unpaid Leave

- Compensatory Time Off
- Other (please specify)

3. Reason for Vacation (Optional)

While not required, providing a brief reason for your vacation request can help with planning and prioritization:

[Space for employee to provide reason]

4. Work Coverage Plan

Outline how your responsibilities will be covered during your absence:

- Key Responsibilities: [List main tasks that need attention]
- Delegate(s): [Name(s) of colleague(s) covering your work]
- Handover Notes: [Brief description of any critical information or tasks]

5. Contact Information During Leave

In case of emergencies:

- Will you be reachable during your vacation? Yes / No
- If yes, provide contact details: [Phone number or email]
- Preferred method of contact: [e.g., Call, Text, Email]

6. Remaining Leave Balance

For HR/Payroll use:

- Total Annual Leave Entitlement: [Number of days]
- Leave Taken to Date: [Number of days]
- Remaining Leave Balance (pre-request): [Number of days]
- Remaining Leave Balance (post-request): [Number of days]

7. Approval Process

▼ Direct Supervisor Approval

- Approved: Yes / No

- Comments: [Space for supervisor comments]

- Supervisor Name: [Name of approving supervisor]

- Signature: _____

- Date: [Date of approval/rejection]

▼ HR Department Confirmation

- Request Processed: Yes / No

- Comments: [Space for HR comments]

- HR Representative Name: [Name of HR personnel]

- Signature: _____

- Date: [Date of processing]

8. Employee Acknowledgment

By submitting this form, I acknowledge that:

- All information provided is accurate and complete.

- I have discussed this request with my supervisor and team members.

- I understand that this request is subject to approval and may be denied based on business needs or staffing requirements.

- I will ensure all my work responsibilities are properly handed over before my leave.

Employee Signature: _____ Date: _____

9. Cancellation/Modification Policy

If you need to cancel or modify your vacation request:

- Provide written notice to your supervisor and HR as soon as possible.

- For cancellations less than [X] days before the scheduled leave, approval from your department head may be required.

- Any changes to approved leave may be subject to business needs and staffing considerations.

10. Additional Notes

Use this space for any additional information, special circumstances, or requests related to your vacation:

[Space for additional notes]

Remember to submit this form at least [X] weeks before your requested leave start date to allow for processing and approval. Late submissions may result in delays or denial of your request.

11. For Office Use Only

Request ID	[Unique identifier for this request]
Date Received	[Date form was received by HR]
Processed By	[Name of HR personnel who processed the request]
Final Status	Approved / Denied / Pending
Date of Final Decision	[Date when final decision was made]
Notes	[Any additional notes or comments from HR]

This comprehensive Employee Vacation Request Form Template ensures a smooth, transparent, and well-documented process for managing employee time off. It covers all necessary aspects from initial request to final approval, promoting clear communication and efficient leave management within the organization.