# Vacation Request Form

**Purpose:** This form is used by employees to formally request approval for vacation time. Managers may review the request and respond with approval or denial.

## Employee Information

**Name:** {employeeName}

**Department:** {department}

**Manager's Name:** {managerName}

**Email:** {email}

## Vacation Details

**Start Date:** {startDate}

**End Date:** {endDate}

**Total Days Requested:** {totalDays}

**Type of Leave:** {leaveType}

## Reason for Leave

{reason}

{#hasTravelPlans}

### Travel Details

**Destination:** {destination}

**Travel Dates:** {travelDates}

**Emergency Contact While Travelling:** {emergencyContact}

{/hasTravelPlans}

## Delegation During Absence

**Backup Contact Person:** {backupPerson}

**Backup Person Contact Info:** {backupContact}

**Tasks Delegated To:**

{#delegatedTasks}

* **{taskName}:** {taskDescription}

{/delegatedTasks}

## Employee Acknowledgment

I confirm that the information provided above is accurate and that I have coordinated my leave with my manager.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {requestDate}

## Manager's Section

**Manager Response:**

{#isApproved}

*Your vacation request has been* ***approved****.*

{/isApproved}

{^isApproved}

*Your vacation request has been* ***denied****.*

{/isApproved}

**Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date:** {approvalDate}