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**Request for Vacation / Absence**

TO: [Name of Manager] \_\_\_\_\_

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Please indicate reason for absence:

- Vacation
- Personal illness
- Family responsibility
- Bereavement
- Other: [Specify] \_\_\_\_\_

Dates of leave: From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Days of Absence: \_\_\_\_\_

Comments:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Approval

\_\_\_\_\_  
Date