

## Employee Vacation Request Policy Template

### Policy:

1. Employees are required to submit vacation requests at least [insert number] days in advance using the company's designated time-off request system.
2. Vacation requests will be approved on a first-come, first-served basis, taking into consideration the operational needs of the department.
3. Employees must ensure that their workload is up to date and that there are no pending tasks before submitting a vacation request.
4. Managers have the authority to deny vacation requests if they determine that the absence will significantly impact the team's productivity.
5. Employees are encouraged to stagger their vacation time to ensure that there is adequate coverage within the department.
6. In the event of overlapping vacation requests, priority will be given to employees based on seniority.
7. Employees are responsible for coordinating with their team members to ensure that their absence does not disrupt ongoing projects.
8. Any changes or cancellations to approved vacation requests must be communicated to the manager as soon as possible.
9. Failure to comply with the vacation request policy may result in disciplinary action.

### Sources:

- *U.S. Department of Labor*: <https://www.dol.gov/>
- *Society for Human Resource Management*: <https://www.shrm.org/>

