Departmental Vacation Schedule Template

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Employee Name** | **Position** | **Vacation** | | **Total Days** | **Backup Assigned** | **Approval Status** | **Notes** |
| **Start Date** | **End Date** |
| **Sales** | John Smith | Sales Manager | 2024-07-16 | 2024-07-20 | 5 | Jane Doe | Approved | Client meetings rescheduled |
| **Marketing** | Sarah Lee | Marketing Specialist | 2024-08-05 | 2024-08-12 | 8 | Mike Johnson | Pending | Coordinate with external agency |
| **HR** | Mike Johnson | HR Manager | 2024-07-30 | 2024-08-10 | 12 | Sarah Lee | Approved | Recruitment tasks delegated |
| **IT** | Jane Doe | IT Support | 2024-07-25 | 2024-08-05 | 12 | John Smith | Approved | System maintenance scheduled |
| **Finance** | Emily Clark | Accountant | 2024-08-10 | 2024-08-17 | 8 | Sarah Lee | Approved | Payroll processed in advance |
| **Operations** | Robert Brown | Operations Manager | 2024-09-20 | 2024-09-30 | 11 | Emily Clark | Approved | Overseeing logistics |
| **R&D** | Linda White | Research Analyst | 2024-07-01 | 2024-07-10 | 10 | Robert Brown | Pending | Lab activities on hold |
| **Production** | Chris Black | Production Supervisor | 2024-08-15 | 2024-08-25 | 11 | Linda White | Approved | Manufacturing schedule adjusted |