Employee Vacation Schedule Template

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| **Employee Name** | **Department** | **Vacation Start Date** | **Vacation End Date** | **Approval Status** |
| John Doe | Sales | 2024-07-16 | 2024-07-20 | Approved |
| Jane Smith | Marketing | 2024-08-05 | 2024-08-12 | Pending |
| Mike Johnson | HR | 2024-07-30 | 2024-08-10 | Approved |
| Sarah Lee | Finance | 2024-07-25 | 2024-08-05 | Approved |
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