**Project Team Vacation Schedule Template**

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| **Team Member** | **Project Role** | **Vacation** | | | **Project Impact** | **Tasks Handover** | **Contact During Absence** | **Notes** |
| **Start Date** | **End Date** | **Days** |
| John Smith | Project Manager | 2024-07-16 | 2024-07-20 | 4 | Minimal | N/A | Available via email | Regular check-ins required |
| Sarah Lee | Developer | 2024-08-05 | 2024-08-12 | 7 | Moderate | Handover to Jane Doe | Available via Slack | Code repository access granted |
| Mike Johnson | Designer | 2024-07-30 | 2024-08-10 | 11 | High | Completed designs in advance | Available via mobile | Graphics files stored on shared drive |
| Jane Doe | Analyst | 2024-07-25 | 2024-08-05 | 11 | Low | N/A | Available via phone | No urgent tasks pending |
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