Volunteer Vacation Schedule Template

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|  | **Volunteer Name** | **Role/Position** | **Organization** | **Vacation Start Date** | **Vacation End Date** | **Total Days** | **Duties Covered By** | **Approval Status** | **Contact Information** | **Notes** |  |
|  | John Smith | Event Coordinator | Local Charity | 2024-07-16 | 2024-07-20 | 5 | Jane Doe | Approved | john.smith@example.com | Event postponed |  |
|  | Sarah Lee | Outreach Worker | Community Center | 2024-08-05 | 2024-08-12 | 8 | Mike Johnson | Pending | sarah.lee@example.com | Outreach scheduled |  |
|  | Mike Johnson | Fundraiser | Animal Shelter | 2024-07-30 | 2024-08-10 | 12 | Sarah Lee | Approved | mike.johnson@example.com | Fundraising drive |  |
|  | Jane Doe | Tutor | Youth Program | 2024-07-25 | 2024-08-05 | 12 | John Smith | Approved | jane.doe@example.com | Tutor replacement arranged |  |
|  | Emily Clark | Health Advisor | Health Clinic | 2024-08-10 | 2024-08-17 | 8 | Sarah Lee | Approved | emily.clark@example.com | Health clinic scheduled |  |
|  | Robert Brown | Mentor | Big Brothers Big Sisters | 2024-09-20 | 2024-09-30 | 11 | Emily Clark | Approved | robert.brown@example.com | Mentoring session rescheduled |  |
|  | Linda White | Administrative Assistant | Food Bank | 2024-07-01 | 2024-07-10 | 10 | Robert Brown | Pending | linda.white@example.com | Office tasks reassigned |  |
|  | Chris Black | Driver | Meals on Wheels | 2024-08-15 | 2024-08-25 | 11 | Linda White | Approved | chris.black@example.com | Delivery routes covered |  |
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