Yearly Vacation Schedule Template

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **Employee Name** | **Department** | **Vacation Start Date** | **Vacation End Date** | **Total Days** | **Backup Assigned** | **Approval Status** | **Notes** |
| **January** | John Smith | Sales | 2024-01-10 | 2024-01-20 | 10 | Jane Doe | Approved | Traveling abroad |
| **February** | Sarah Lee | Marketing | 2024-02-05 | 2024-02-12 | 7 | Mike Johnson | Pending | Attending a wedding |
| **March** | Mike Johnson | HR | 2024-03-15 | 2024-03-25 | 10 | Sarah Lee | Approved | Family reunion |
| **April** | Jane Doe | IT | 2024-04-05 | 2024-04-15 | 10 | John Smith | Approved | Spring break |
| **May** | Emily Clark | Finance | 2024-05-10 | 2024-05-17 | 7 | Sarah Lee | Approved | Personal time |
| **June** | Robert Brown | Operations | 2024-06-20 | 2024-06-30 | 10 | Emily Clark | Approved | Summer vacation |
| **July** | Linda White | R&D | 2024-07-01 | 2024-07-10 | 9 | Robert Brown | Pending | Attending a conference |
| **August** | Chris Black | Production | 2024-08-15 | 2024-08-25 | 10 | Linda White | Approved | Family holiday |
| **September** | Nancy Green | Sales | 2024-09-05 | 2024-09-12 | 7 | Chris Black | Approved | Traveling with friends |
| **October** | Kevin Blue | Marketing | 2024-10-10 | 2024-10-20 | 10 | Nancy Green | Approved | Hiking trip |
| **November** | Anna Purple | HR | 2024-11-05 | 2024-11-12 | 7 | Kevin Blue | Approved | Family visit |
| **December** | Paul Yellow | IT | 2024-12-20 | 2024-12-31 | 11 | Anna Purple | Pending | Holiday season |