1. Adding Vacation Requested List

Custom List : Vacation Requests

2. Adding New List Columns

Title(Description) Single line of text - Required

Vacation Requests (Choice) Required Yes - Dropdown no default

Sickness (Personal)

Sickness (Family)

Personal Vacation

Administrative Vacation

Compensatory Vacation

Jury Duty

Comments - Multiline of Text not required 3 lines Plain Text

Start Date - Required - Date Time (Date and Time)

End Date - Required - Date Time (Date and Time)

Total Number off Days Requested - Required - Number

Manager - Person/Group - required

3. Create Approval Workflow

Approval SharePoint 2010

4. Customize the Vacation Request Form

Add a content editor webpart in the top of the form and paste the following text

1. Please submit your Vacation request by completing the form below and attaching any relevant documents

2. Once submitted, your request will be forwarded for approval

3. Once your request has been approved or rejected, you will receive an email notification

Click here to check number of remaining day's entitlement

More on SharePoint Designer

[Create a List in SharePoint Designer](https://youtu.be/Ly1x_NFdJSo)

[Basic Custom List Forms in SharePoint 2013](https://youtu.be/YP2IEdD4cSk)

[Create personalized forms with Forms Designer for Sharepoint 2013](https://youtu.be/SBLD9hXr19o)

[Creating NewCustomform using sharepoint designer 2013](https://youtu.be/mSUeaPC3W6Y)

[Easy Custom Layouts for Default SharePoint Forms](https://youtu.be/vHnXhO0fIoI)

[Easy Custom Layouts for Default SharePoint Forms](http://www.markrackley.net/2013/08/29/easy-custom-layouts-for-default-sharepoint-forms/) [Blog]

[Project Webcast: Creating a Workflow Using SharePoint Designer](https://youtu.be/27Di1U2RDjc?list=PLcdF_BXv2w2qhTXKBWhmEG5_RokUMylUl)