

CONTOSO ENTERPRISES Human Resources Department LEAVE REQUEST FORM

Request Information: Request ID: LV-2026-0156 Submission Date: February 18, 2026 Status: Pending Manager Approval

Employee Details: Full Name: Sarah Elizabeth Johnson Employee ID: EMP-2024-0312 Position: Marketing Manager Department: Marketing - Digital Campaigns Office Location: Seattle HQ, Floor 8 Employment Start Date: March 15, 2024 Current Leave Balance: 14 days (Annual Leave)

Leave Details: Leave Type: Annual Leave (Paid) Start Date: March 15, 2026 End Date: March 22, 2026 Total Working Days Requested: 6 days Return to Work Date: March 23, 2026 (Monday) Reason: Family vacation - spring break with children

Leave Balance After Request: Annual Leave: 14 days - 6 days = 8 days remaining Sick Leave: 10 days (unchanged) Personal Days: 3 days (unchanged)

Coverage Plan: Primary Coverage: James Wilson, Marketing Lead (EMP-2023-0198) - Will handle all urgent campaign decisions - Has access to active campaign dashboards - Briefing meeting scheduled for March 12, 2026

Secondary Coverage: Emma Rodriguez, Content Strategist (EMP-2024-0445) - Will manage social media calendar - Will attend weekly client sync meetings

Pre-Departure Checklist: Q1 campaign performance report submitted March content calendar approved Client presentation for Northwind completed Team sprint planning for March 16-22 done in advance Out-of-office auto-reply configured Slack status updated Calendar events delegated

Approval Chain: 1. Direct Manager: Lisa Chen, VP Marketing - PENDING 2. HR Notification: Automatic upon approval 3. Finance/Payroll: No action required (paid leave)

Emergency Contact During Leave: Sarah Johnson: (206) 555-0189 Available for urgent matters only via text message

Manager Notes: No conflicting team absences during requested period. All critical deadlines met before departure date. Recommend approval.