

Vacation Group Meeting Minutes

Date: [Insert date]

Time: [Insert time]

Location: [Insert location]

Facilitator: [Insert name]

Note Taker: [Insert name]

Attendees: [List names of attendees]

Absentees: [List names of absentees, if any]

1. Call to Order

The meeting was called to order by [Facilitator's name] at [Time].

2. Approval of Previous Meeting Minutes

The minutes from the previous meeting held on [Insert date] were reviewed and approved with/without amendments.

3. Agenda Items

3.1. Vacation Requests

- **Request from:** [Employee name]
Requested Leave Dates: [Insert dates]
Status: [Approved/Denied]
Reason for Decision: [Insert reason]
- **Request from:** [Employee name]
Requested Leave Dates: [Insert dates]
Status: [Approved/Denied]
Reason for Decision: [Insert reason]

3.2. Work Coverage

- **Position/Role:** [Insert position name]
Coverage Plan: [Insert coverage plan]
Assigned to: [Name]

4. Announcements

- [List any relevant announcements]

5. Next Meeting

Date: [Insert next meeting date]

Time: [Insert next meeting time]

Location: [Insert location]

6. Adjournment

The meeting was adjourned at [Insert time] by [Facilitator's name].

Minutes Prepared by: [Note taker's name]

Date: [Insert date]