

Hybrid vacation and remote work arrangement

Subject: Vacation Leave Request with Remote Work Option

Dear [Supervisor],

I would like to request vacation leave from [start date] to [end date], with the option to work remotely for a few hours daily if critical issues arise. I am planning [type of trip - family visit in another city/extended stay at vacation home] where I will have reliable internet access.

My proposal is as follows:

- Primary status: On vacation leave
- Available for 1-2 hours daily for urgent matters via email/phone
- [Colleague's name] will handle day-to-day operations
- I will check messages once daily in the morning

This arrangement would allow me to take needed time off while ensuring business continuity for our key clients. I'm happy to adjust this arrangement based on business needs.

Please let me know your thoughts on this hybrid approach.

Best regards,

[Your Name]

[Position]

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