

Time-Off Request Form

Employee leave requests & manager approval

OnlineFormTemplates.com: Free fillable template

Employee information

Employee name

Employee ID

Department / role

Date submitted

Leave type

Vacation

Sick

Personal

Unpaid

Dates requested

First day of leave

Last day of leave

Total days requested

Half day? (AM / PM)

Coverage arrangements (who covers your duties)

Reason / notes (optional)

Office use only — approval

Approved

Denied

Remaining leave balance

Recorded by (HR/payroll)

Manager signature

Date

Fillable PDF for PTO, vacation, and leave tracking in small teams.