

# Time-Off / Vacation Request

Request date

Request time away and record the manager decision.

EMPLOYEE NAME

DEPARTMENT / TEAM

MANAGER

## REQUEST

Type of leave: ☐ Vacation ☐ Personal ☐ Unpaid ☐ Other

FIRST DAY AWAY

LAST DAY AWAY

RETURN DATE

WORK DAYS REQUESTED

PARTIAL DAY DATE (IF ANY)

HOURS REQUESTED

USUAL WORK HOURS

REASON OR NOTE (OPTIONAL)

## COVERAGE AND HANDOVER

WHO WILL COVER URGENT WORK?

CONTACT DETAILS

HANDOVER NOTES, DEADLINES AND CUSTOMER COMMITMENTS

## MANAGER DECISION

☐ Approved ☐ Declined ☐ Changes needed

MANAGER COMMENTS

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE