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