

Time Off Request Form

Handle leave requests the same way every time, and keep a record of what was decided and why.

A request for time off, the answer, and the reason for the answer.

YOUR POLICY, RECORDED CONSISTENTLY

Entitlement, notice periods and what counts as an acceptable reason are set by your own contracts and by employment law where you are. Nothing of that kind is printed here — the form records the request and the decision.

Employer	Department	Request no.	Date of request

THE REQUEST

Name	Job title	Staff number

Type of leave	First day off	Last day off	Back at work on

Working days requested	Reason, if given

Cover arranged with	Handover notes left

Requested by	Signature	Date

THE DECISION

Approved / declined / part approved	Days granted	Balance remaining

Reason for the decision

Decided by	Signature	Date