

Time-off request form

Make time-off requests easier to follow. Capture the requested dates and hours, then keep the decision and coverage plan together.

Business / team

Pay period / reporting period

Employee name

Manager

Request date

General leave category

First requested date

Last requested date

Total hours requested

Decision / review date

Coverage / decision notes (no medical details)

- ☐ Requested dates and hours are clear.
- ☐ Applicable policy and leave requirements have been reviewed.
- ☐ Decision has been communicated to the employee.
- ☐ Schedule and payroll records have been updated where needed.

The form does not determine leave eligibility, entitlement or pay. A request form must not be used to restrict statutory rights.