

Leave Request Form

Request paid vacation, unpaid leave, or other time off and record the approval in one clear document.

Employee and request

Request ID	[LR-0001]
Employee	[Name]
Team / department	[Team]
Manager / approver	[Name]
Request date	[YYYY-MM-DD]

Requested leave

Complete this section before the leave begins. Give the leave type, the exact dates, and the number of working days you are requesting. Your manager records the decision below.

Leave type: ☐ Paid annual leave / vacation (PTO) ☐ On-demand leave ☐ Unpaid leave ☐ Sick leave ☐ Parental or childcare leave ☐ Other

First day of leave	
Last day of leave (inclusive)	
First working day back	
Working days requested	
Half day	☐ No ☐ Morning ☐ Afternoon
Reason (optional)	
Contact during absence (optional)	

Coverage and handover

Cover or substitute colleague	
Work handed over and current status	
Pending items and deadlines during absence	
Out-of-office message and notifications set	☐ Yes ☐ No

Employee declaration

Employee signature	
Date	

Manager decision

Decision	☐ Approved ☐ Declined ☐ More information needed
Approved leave type	
Approved working days	
Approved dates	
Conditions or notes	
Leave balance to verify (days remaining)	
Approver signature and date	

Important

This form is a general operational record, not legal, payroll, tax, employment, or labor-law advice. Leave entitlements, notice periods, carry-over, pay, and record requirements vary by country, employer, and contract. Confirm the rules that apply before approving leave.