|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Time Off Request Form** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Employee Name: | | | | | | | | | | | |
| Employee #: | | | | | | | | | | | |
| Position: | | | | | | | | | | | |
| Department: | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | Hours | |  | Half Day |  | | Full Day |  | Total number of requested days: | |  |
|  | | | | | | | | |  | |  |
| **Reason for Time Off** | | | | | | | | | **Starting Date** | | **End Date** |
|  | Vacation Leave | | | | | | | |  | |  |
|  | Sick Leave | | | | | | | |  | |  |
|  | Personal Leave | | | | | | | |  | |  |
|  | Family Leave | | | | | | | |  | |  |
|  | Parental Leave (Maternal/Paternal Leave) | | | | | | | |  | |  |
|  | Bereavement Leave | | | | | | | |  | |  |
|  | Sabbatical Leave | | | | | | | |  | |  |
|  | Military Leave | | | | | | | |  | |  |
|  | Jury Duty Leave | | | | | | | |  | |  |
|  | Compensatory Leave / Time Off in Lieu (TOIL) | | | | | | | |  | |  |
|  | Volunteer Time Off (VTO) | | | | | | | |  | |  |
|  | Other | | | | | | | |  | |  |
|  | |  | | | | | | | | | |
| Notes: | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **To Be Completed By The Company** | | | | | | | | | | | |
| Manager Approval: | | | | Approved | | Rejected | | | | | |
| Manager Signature: | | | |  | | | |  | Date: |  | |

A blue and black logo

AI-generated content may be incorrect.