|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time Off Request Form** | | | | | | | | | | |
|  | | | | | | | | | | |
| Employee Name: | | |  | | | | | | | |
| Employee #: | | |  | | | | | | | |
| Position: | | |  | | | | | | | |
| Department: | | |  | | | | | | | |
|  |  | | | | | | | |  |  |
|  | Hours |  | | Half Day | |  | Full Day | Total number of requested day(s): | |  |
|  | | | | | | | | |  |  |
| 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.