

Downloadable Time Off Request Record Form Sample (Word)

Download our **time off request record form** sample in Word format for easy customization and tracking. This downloadable template simplifies the process of managing employee leave requests efficiently. Use it to maintain organized records and streamline your HR workflow.

Download Word Template

Preview of the Time Off Request Record Form

Employee Name	_____
Employee ID	_____
Department	_____
Date of Request	_____
Type of Leave	<input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input type="checkbox"/> Personal <input type="checkbox"/> Other: _____
Start Date	_____
End Date	_____
Total Days Requested	_____
Manager's Approval	_____

* For full functionality, download and use the Microsoft Word version.