

# Time Off Request Record Form

Download this **printable time off request record form** sample template to efficiently track employee leave and manage absences. Its clear layout ensures easy documentation and approval of time off requests. Use this template to streamline your HR processes and maintain organized records.

Employee Name		Employee ID	
Department		Position	
Date of Request		Contact Info	

Type of Leave Requested	<input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input type="checkbox"/> Personal <input type="checkbox"/> Other: _____
Reason for Leave	
Start Date	
End Date	
Total Days Requested	

Employee Signature		Date	
Supervisor/Manager Approval		Date	
HR/Administrator Approval		Date	
Notes			

Print Form