

# Time Off Request Record Form

This **time off request record form** sample helps employees easily document their vacation and personal day requests. It ensures accurate tracking and approval of all types of leave. Streamline your time-off management with this organized and efficient template.

## Employee Information

Employee Name	<input type="text"/>	Employee ID	<input type="text"/>
Department	<input type="text"/>	Position	<input type="text"/>

## Time Off Details

Type of Leave	Start Date	End Date	Total Days	Reason
<div>Select▼</div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Approval

Supervisor Name	<input type="text"/>	Date Reviewed	<input type="text"/>
Approval Status	<div>Select▼</div>	Supervisor Signature	<input type="text"/>

Submit Request