

Online Time Off Request Record Form

This **online time off request record form** sample is designed to help HR managers efficiently track employee leave requests. It streamlines the approval process by organizing essential details such as dates, reasons, and status in one accessible platform. Utilizing this form enhances record-keeping accuracy and simplifies workforce management.

Employee Name

Department

Request Date

Leave Start Date

Leave End Date

Type of Leave

Reason (optional)

Request Status

Submit Request

Sample Time Off Request Record Table

Employee Name	Department	Request Date	Start Date	End Date	Leave Type	Reason	Status
Jane Doe	Marketing	2024-06-14	2024-06-25	2024-06-28	Vacation	Summer holiday	Approved
John Smith	IT	2024-06-13	2024-06-17	2024-06-19	Sick Leave	Medical appointment	Pending

