

Time Off Request Record Form

This **time off request record form** sample provides a comprehensive template to track employee absences, including sick leave. It ensures accurate documentation for payroll and attendance management. Easily customizable to suit organizational policies and compliance standards.

Employee Information

Employee Name		Employee ID	
Department		Position/Title	

Request Details

Type of Leave	<input type="checkbox"/> Vacation <input type="checkbox"/> Sick Leave <input type="checkbox"/> Personal <input type="checkbox"/> Other (Specify): _____
Start Date	
End Date	
Total Days Requested	
Partial Days (If Any)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Specify Hours: _____

Sick Leave Specifics (If applicable)

Reason (Optional)	
Doctor's Note Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No Attachment: _____

Approval Workflow

Employee Signature		Date	
Supervisor/Manager Approval		Date	
HR Approval (If required)		Date	

For Office Use Only

Leave Balance Before Request	
Leave Balance After Request	
Notes / Comments	

Instructions: Please fill in all relevant fields. Attach supporting documentation if required (e.g., doctor's note for sick leave). Submit the completed form to your supervisor/HR department for approval.