

Blank Time Off Request Record Form Sample PDF

Download our **blank time off request record form** sample PDF to easily manage employee leave. This template streamlines the process by providing a clear and organized structure for recording time off requests. Ideal for HR departments seeking a simple and efficient documentation method.

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Preview of the Time Off Request Record Form

Employee Name	
Department	
Employee ID	
Date of Request	
Type of Leave	<input type="checkbox"/> Vacation <input type="checkbox"/> Sick <input type="checkbox"/> Personal <input type="checkbox"/> Other
Leave Dates (From)	
Leave Dates (To)	
Total Days Requested	
Reason (if applicable)	
Employee Signature	
Manager Approval	
Date Approved	