

Time off request

About two minutes, for time off you are planning, not a day you have already missed.

Questions marked * need an answer.

Send this at least [2 weeks] before your first day off. It is a request until your manager confirms it.

1. Your name *

2. Work email *

Your manager's reply comes here.

3. Team or department

- ☐ Operations ☐ Sales and service ☐ Finance and admin
☐ Other

4. Your manager's name *

5. Type of time off *

- ☐ Vacation or PTO ☐ Sick or medical appointment ☐ Personal
☐ Bereavement ☐ Jury duty or court ☐ Unpaid
☐ Other

6. What kind of time off? *

Only if "Type of time off" is Other.

7. Their relationship to you

Only if "Type of time off" is Bereavement.

Optional, for example "grandmother". We never need their name.

8. First day off *

Date

9. Last day off *

The same as the first day if it is one day.

Date

10. Full days or part of a day? *

☐ Full days

☐ Part of a day

11. Leaving at *

Only if "Full days or part of a day?" is Part of a day.

Time

12. Back at *

Only if "Full days or part of a day?" is Part of a day.

Time

13. Working days off *

*Only if "Full days or part of a day?" is Full days.
Count only the days you would normally work.*

14. Back at work on

Date

15. Who will cover your work?

Names, or what can wait until you are back.

16. If these dates don't work, what would?

17. Jury summons or court notice

Only if "Type of time off" is Jury duty or court.

Attach this separately and write what you attached below.

18. Anything else your manager should know?

19. Approval *

☐ I understand this is a request, and it is not approved until my manager confirms it.

20. Your signature *

Signature

Date