

Time-off request form

Record the request, agree on cover, then confirm the decision.

Employee

Team

Submitted on

Leave type

First day away

Last day away

Expected return date

Partial days / hours, if applicable

Coverage and handoff

Work that needs attention / agreed covering owner(s)

Handoff document link

Work that can wait

Manager decision - complete after review

Status: Pending / Approved / Declined / Discuss dates

Reviewed by

Decision date

Confirmed dates

Coverage actions to resolve

Submitting a request is not approval. Confirm the decision and update the shared schedule.

For planned time off. Follow your organization's process for unexpected or confidential leave.

Keep medical details out of a shared coverage document.