Time-off request

Fill in one form for each block of time off and give it to your manager. Please give as much notice as your time off policy asks for.

Questions marked * are required.

Completed by _____ Date _____

1 Request time off

Why we ask: So the request reaches the right manager and the answer reaches you.

1. **Your name ***

_____

2. **Your work email ***

_____

3. **Team or department**

_____

4. **Your manager's name ***

_____

2 Your time off

Why we ask: So your manager can check cover and your remaining days before saying yes.

5. **Type of time off ***

Tick one.

- ◯ Vacation or annual leave
- ◯ Sick leave
- ◯ Personal day
- ◯ Medical appointment
- ◯ Bereavement
- ◯ Jury duty or public service
- ◯ Parental leave
- ◯ Unpaid leave
- ◯ Other

If you chose "Other" in question 5.

6. **What kind of time off?**

_____

7. **First day off ***

_____

8. **Last day off ***

9. **Full days or part of a day? ***

Tick one.

- ◯ Full days
- ◯ Half day (morning)
- ◯ Half day (afternoon)
- ◯ A few hours

If you chose “A few hours” in question 9.

10. **From**

If you chose “A few hours” in question 9.

11. **Until**

12. **How many working days in total? ***

Count working days only. A half day is 0.5.

3 Before you go

Why we ask: So nothing urgent gets stuck while you're away.

13. **Who will cover for you?**

14. **Can people reach you while you're away?**

Tick one.

- ◯ No, I'll be offline
- ◯ Only for emergencies
- ◯ Yes, by email or chat

15. **Anything your manager should know?**

Handover notes, deadlines, or dates you could move

4 For your manager

16. **Decision**

Tick one.

- ◯ Approved
- ◯ Not approved
- ◯ Approved with changes

17. **Comments**

18. **Manager's name**

19. **Signature**

Signature

Date

Request sent

Your manager will check it and reply by email. Until then, these dates are pending.