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Time off request form template

Creating a template for a time off request form is a good idea for any company. This makes it easy for both employees and employers to know the information required in order to be granted a leave of absence. The following template can be used by any company to create a leave request form.

[Company Name]

Employee name

Department/Position

Date of request

Dates requested off

Type of leave

Manager approval Y ___ N ___ If no, why?

Employee signature and date

Manager signature and date

Time off request form example

Wavewood Paper Company

Employee name Jim Halpert

Department/Position Sales



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Date of request	May 20, 2008
Dates requested off	June 2–6, 2008
Type of leave	Medical leave
Manager approval	Y <u>x</u> N ___ If no, why?
Employee signature and date	Jim Halpert, May 20, 2008
Manager signature and date	Michael Scott, May 21, 2008

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