

Time Off Request Form Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

For this public example, use fictional details only. In an employer-authorized version, enter the proposed absence period using the stated dates and time zone. All fields are optional here. Do not include medical, family or other sensitive reasons. A request is not approved until the authorized reviewer confirms it.

1. What name should the authorized reviewer use for this request?

2. What work contact should the reviewer use to respond?

3. What is the first date of the requested time off? Use YYYY-MM-DD.

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4. What is the last date of the requested time off? Use YYYY-MM-DD; repeat the first date for a one-day request.

5. How much of the scheduled working time on those dates are you requesting off?

- ☐ All scheduled working time
- ☐ Part of one scheduled day or shift
- ☐ A mix of full and partial days or shifts
- ☐ I need help describing the period

6. If any requested day or shift is partial, what exact working hours would you be absent? Include the date and stated time zone; otherwise leave blank.

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7. What scheduling detail or clarification should the reviewer consider? Do not include private reasons or confidential work details.
