**Time off request form example**

Here is an example of a completed time off request form using the template above:

*Instructions: Complete the form below. Circle the appropriate type of leave. If you circle "other," explain the reason for your absence. Sign and date where indicated. Submit your request form to HR no later than five business days before your requested leave.*

*Employee Time Off*  
*RequestName: Anne Stewart*  
*Date request submitted: Jan. 1*  
*Requested time off start date: Feb. 1*  
*Requested time off end date: Feb. 5*  
*Total days off: 5*  
*Date of return to work: Feb. 7*  
*Reason for Employee Time Off: Vacation*  
*Personal leave*  
*Bereavement leave*  
*Jury duty*  
*Military duty*  
*Medical leave*  
*FMLA*  
*Other:*  
*Comments: I will be vacationing with my family in California for the first week of February.*

*Employee Certification*  
*I understand my request may be denied by management. I certify I am submitting my form at least five workdays before the requested time off.*

*Employee signature: Anne Stewart*  
*Date: Jan. 1*  
*Management Decision****Approved****/ Denied*  
*Comments: Have a great time! Please make sure your department manager is aware of any of your ongoing projects before you leave.*

*HR signature: Bob Jones*  
*Date: Jan. 2## Tips for managing time off request forms*