Holiday and leave request form

> *A general template, not legal advice. Check it against local law and your own policies before you use it.*

A short form for asking for holiday or other leave: the employee's details, the dates, the handover and the manager's decision, with a box for HR or payroll.

How to use this form

Complete one form for each period of leave and send it to [your manager or the approver] at least [notice period] before the first day. Keep a copy for your own records.

Employee details

Employee name _____

Employee ID _____

Job title _____

Department or team _____

Manager or approver _____

Leave requested

Type of leave (tick one):

- ☐ Annual leave or holiday
- ☐ Sick leave
- ☐ Family leave
- ☐ Unpaid leave
- ☐ Other: [type of leave]

First day of leave _____

Last day of leave _____

Date back at work _____

Working days requested _____

Part days or hours, if any _____

Leave balance before this request _____

Cover and handover

Who covers your work _____

Handover notes or open tasks _____

Contact while away (optional) _____

Employee confirmation

I confirm that the details above are correct and that I have arranged a handover.

Employee signature _____

Date _____

Manager decision

- ☐ Approved
- ☐ Approved with changes
- ☐ Declined

Reason or comment _____

Manager name _____

Manager signature _____

Date _____

For HR or payroll

Recorded in leave records by _____

Date recorded _____

Updated leave balance _____