**Leave Request Form**

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| **How to submit a leave request** |
| 1. Fill out the leave request form with accurate details.
2. Submit the form to your direct manager for approval, with HR copied (CC) on the email.
3. Once approved, HR will verify and process the request.
4. HR will provide a copy of the approved request for your records.
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| **Employee details** |
| **Employee name** |  | **Department** |  |
| **Job title** |  | **Manager/Supervisor name** |  |

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| **Leave request details** |
| **Leave request** | [Number] | [ ]  | Days | [ ]  | Hours |
| **Starting on** | [MM/DD/YYYY] | **Ending on** | [MM/DD/YYYY] |

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| **Reason for leave request** |  |
| [ ]  Vacation | [ ]  Family Reasons | [ ]  Jury Duty |
| [ ]  Personal Leave | [ ]  Medical Leave | [ ]  To Vote |
| [ ]  Parental Leave | [ ]  Funeral/Bereavement | [ ]  Other:  |

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| **I confirm that the information provided in this leave request form is accurate and complete.****I understand that this request is subject to approval by my employer.** |
| **Employee signature** |  |
| **Date** | [MM/DD/YYYY] |

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| **Notes and comments (Optional)** |
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| **Employer’s decision** |
| [ ]  Approved [ ]  Rejected |
| **Employer representative signature** |  |
| **Date** | [MM/DD/YYYY] |

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| **Notes and comments (Optional)** |
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