

FILE FORMATE

- › Editable File PDF

Canva

US LETTER SIZE

COLOR THEMES



SPECIFICATIONS

- › Change Any Font
- › Change Any Color
- › Change Size (PRO)
- › Fully Customizable
- › Add Any Object
- › Easy To Print

(Print at Home Easily)

Employee Time-off Request

Employee Name :

Department :

TIME REQUESTING OFF

Starting On :

Ending On :

Total Days :

Total Hours :

Return To Work :

REASON FOR REQUEST

EMPLOYEE CERTIFICATION

I certify that the above information is accurate, and I understand that this request is subject to management approval and company policies.

Employee Signature :

Date :

NOTES

EMPLOYER'S DECISION

Approved

☐

Rejected

☐

Employer Signature :

Date :