

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 :