Time off request form: filled-in example

Illustrative example.

Employee

Name and role	Priya Shah, barista
Date submitted	Monday, March 1, 2027

Request

First and last day off	Thursday, March 18 to Sunday, March 21, 2027
Whole days, or part of a day (times)	Whole days
Type: vacation, sick, personal, unpaid, other	Vacation
Scheduled shifts affected	Thursday 07:00-11:00, Saturday 08:00-13:00
Cover arranged, if any	Saturday: Lee has agreed to swap. Thursday: none yet.

Manager

Decision: approved, approved in part, declined	Approved
Reason or note	Thursday's rush shift will be posted as an open shift.
Decided on / employee told on	Wednesday, March 3, 2027
Manager initials	R.M.
Employee initials	P.S.