[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Leave Request Form

Handling leave consistently: request details, approval chain, cover arrangements, and a balance record in one form.

Leave details

Employee: _____ **Employee ID:** _____

Department: _____ **Leave type:** _____

Dates: _____ **Working days:** _____

Reason: _____ **Contact while away:** _____

Return-to-work date: _____

Cover arrangements

Task	Cover colleague	Accepted?
Example: Weekly supplier payment run	Finance colleague	Yes

Approval

Line manager: _____ **Decision:** _____

Date: _____ **HR recorded?:** _____

Reason if refused: _____ **Alternative dates offered:** _____

Balance record

Annual entitlement: _____ **Taken before this request:** _____

This request: _____ **Remaining after approval:** _____

Return-to-work note

Return confirmed with manager: _____ **Handover items closed:** _____

Medical / fit note attached (if required): _____ **Return-to-work conversation date:** _____

Completion checklist

[ ] Leave dates, type, and working-day count are correct.

[ ] Cover is named, has accepted, and the out-of-office message is set.

[ ] HR has verified the balance and the approved leave is on the team calendar.

Document: Leave Request Form Prepared by: _____

Owner: _____ **Version: 2.0 (redesign wave 1)**

Date: _____ **Review date:** _____