# Leave Request

**Employee leave request**

|  |  |
| --- | --- |
| Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Type of leave: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Start date: \_ \_ \_ \_ / \_ \_ / \_ \_ | End date: \_ \_ \_ \_ / \_ \_ / \_ \_ |
| Start time: \_ \_ : \_ \_ | End time: \_ \_ : \_ \_ |

Reason for leave:

|  |  |
| --- | --- |
| Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_ \_ \_ \_ / \_ \_ / \_ \_ |

**Manager approval**

Approval:

Explanation (if necessary):

|  |  |
| --- | --- |
| Manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_ \_ \_ \_ / \_ \_ / \_ \_ |

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| [**Send leave request**](https://www.agendrix.com/employee-scheduling-software) |
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