[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. Add or remove table rows to fit your needs. 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

Field	Entry
Employee	**[Employee name]**
Employee ID	**[Employee ID]**
Department	**[Department]**
Leave type	
Dates	
Working days	
Reason	
Contact while away	
Return-to-work date	**[Return-to-work date]**

Cover arrangements

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

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Task	Cover colleague	Accepted?

Approval

Field	Entry
Line manager	**[Manager name]**
Decision	
Date	
HR recorded?	
Reason if refused	
Alternative dates offered	

Balance record

	Days
Annual entitlement	
Taken before this request	
This request	
Remaining after approval	

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	Days

Return-to-work note

Field	Entry
Return confirmed with manager	
Handover items closed	
Medical / fit note attached (if required)	
Return-to-work conversation date	

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Completion checklist

✓	Check
	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	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign wave 1)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**