

PTO / Time-Off Request Form

PTO / TIME-OFF REQUEST FORM

Employee information

- ****Employee name:**** [EMPLOYEE NAME]
- ****Department:**** [DEPARTMENT]
- ****Manager:**** [MANAGER NAME]
- ****Date submitted:**** [DATE]

Request details

- ****Leave type:**** ☐ Vacation/PTO ☐ Sick leave ☐ Personal day ☐ Unpaid leave ☐ Other: _____
- ****First day out:**** [DATE]
- ****Last day out:**** [DATE]
- ****Return date:**** [DATE]
- ****Total hours requested:**** [HOURS]
- ****Half day?**** ☐ No ☐ AM only ☐ PM only (date: _____)
- ****Reason (optional):**** _____

Coverage plan

- ****Coverage contact:**** [NAME] — briefed on urgent items: ☐ Yes ☐ N/A
- ****Open items / handoff notes:**** _____

Balances (HR to complete)

- ****Available balance:**** _____ hours | ****Balance after request:**** _____ hours

Approvals

Employee signature: _____ Date: _____

Manager: ☐ Approved ☐ Denied — Signature: _____ Date: _____

HR received: _____ Date: _____ Payroll updated: ☐ Yes

General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (<https://askhr.ai/forms/pto-request-form>).