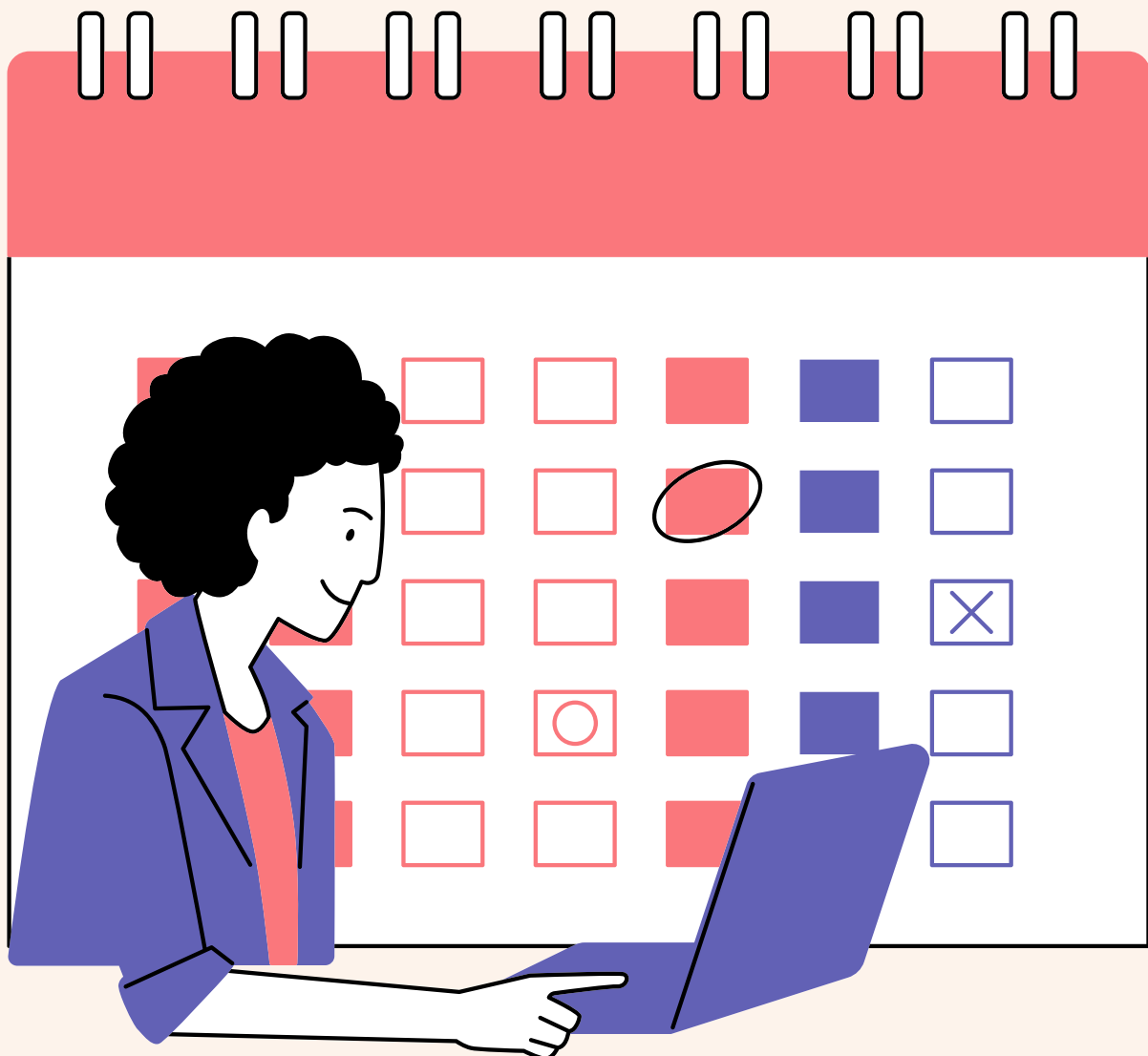




# Employee Time-off Request Form *Template*



# Employee Time-off Request Form Template

EMPLOYEE INFORMATION	
Employee Name:	Manager (approver):
Department:	Title:
Time off request: _____ days/hours	Dates requested: From: / / To: / /
TYPE OF TIME OFF	
<input type="checkbox"/> Vacation <input type="checkbox"/> Personal leave <input type="checkbox"/> Sick leave <input type="checkbox"/> Jury Duty	<input type="checkbox"/> Bereavement <input type="checkbox"/> Unpaid <input type="checkbox"/> Other _____
Reason for time off request:	
I understand this request is subject to approval by my manager. Employee signature: _____ Date: _____	
MANAGER APPROVAL	
Manager name:	
<input type="checkbox"/> Request approved	<input type="checkbox"/> Request denied
Reason for denial: _____	
Manager signature: _____ Date: _____	

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# Automate Your Time Off Request Processes with Omni

Time off requests are a consistent and time-consuming process for HR and management teams. Instead of printing, administering, collecting, and manually entering employee time off requests, you can automate your time off request process with Omni's all-in-one HR software.

With Omni, you can access one centralized form that is fully customizable for your unique business needs. Employees can access our time off portal on the Omni platform, fill out the necessary fields and automatically route the request to their manager. Managers will receive automated notifications and reminders, easily and quickly approve or deny requests, and information will sync with your company calendar in real time.

With Omni, employees can access an up-to-date snapshot of their time off allowance, track and manage their requests, and receive in-app feedback from their managers for any clarifying information necessary.

Omni makes it simple and fast to manage employee time off requests, so you can get back to the strategic tasks that drive business growth and employee engagement.

[Book a demo](#) with our team to learn more.