

Leave request form

11 questions. About 2 min to answer.

The employee

1. Full name Required

2. Work email Required

E-mail:

3. Team or department Required

The leave

4. What type of leave are you requesting? Required

Choose one answer.

- | | |
|------------------------------------|--|
| ☐ Vacation | ☐ Family or parental leave |
| ☐ Sick leave | ☐ Unpaid leave |
| ☐ Personal day | ☐ Other: <hr/> |

5. First day of leave Required

Date:

6. Last day of leave Required

Date:

7. Number of working days Required

8. Will you be away for full days or part of a day? Required

Choose one answer.

☐ Full days

☐ Part of a day

9. Which hours will you be away? Required

Cover and handover

10. Who will cover your work, and what needs to be handed over? Required

11. Anything else your manager should know?

Run it online for free

Copy this template to SurveyNinja, send the link and the answers go into a ready report with charts.

[surveyninja.io/templates/leave-request-form](https://survey ninja.io/templates/leave-request-form)