Ashford Business Services Ltd

Leave Request Form

Handling leave consistently: request details, approval chain, cover arrangements, and a balance record in one form.

Leave details

Field	Entry
Employee	**Sarah Mitchell**
Employee ID	**Employee ID**
Department	**Operations**
Leave type	
Dates	
Working days	
Reason	
Contact while away	
Return-to-work date	**9 November 2026**

Cover arrangements

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

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Approval

Field	Entry
Line manager	**James Patel**
Decision	
Date	
HR recorded?	
Reason if refused	
Alternative dates offered	

Balance record

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

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	**Helen Morris, Office Manager**
Owner	**Michael Davies, Finance Manager**
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