Jewelry Store Time-Off Request

| Employee Name | |
|-------------------|---|
| | |
| Employee ID | |
| | |
| Position | |
| | |
| Department | |
| | |
| Start Date | |
| | |
| End Date | |
| | |
| Time-Off Type | |
| | ▼ |
| Reason (optional) | |
| | |
| | |
| Date Requested | |
| | |
| Manager Name | |
| | |
| Status | |
| | ▼ |