

Official Leave Application Record Form Sample

This **official leave application record form sample** provides a structured template to document employee leave requests efficiently. It ensures clarity and consistency in recording leave details, facilitating smooth HR processes. Using this form helps maintain accurate and organized leave records for future reference.

Employee Details

Employee Name	
Employee ID	
Department	
Position/Designation	

Leave Details

Type of Leave	<input type="checkbox"/> Annual <input type="checkbox"/> Sick <input type="checkbox"/> Casual <input type="checkbox"/> Other: _____
Leave Start Date	
Leave End Date	
Total Days	
Reason for Leave	

Approval Section

Supervisor/Manager Name	
Supervisor/Manager Signature	
Date	
HR Verification	