

# Leave of Absence Notice Form

## Maternity Leave

This **leave of absence notice form** sample provides a clear and professional template for requesting maternity leave. It ensures all essential information is communicated effectively to employers. Use this form to facilitate a smooth transition during your maternity period.

**Employee Name**

**Employee ID / Number**

**Department**

**Position/Title**

**Supervisor/Manager Name**

**Start Date of Leave**

**End Date of Leave (Expected)**

**Leave Type / Reason for Leave**

Maternity Leave

**Contact Information During Leave (optional)**

**Brief Details of Work Handover / Arrangements**

Describe work handover plan or substitute employee, if any.

**Employee Signature**

Type your full name

**Date**

**Submit**

