

Leave Record Form (Unpaid Leave Request)

The **leave record form** sample simplifies the process of documenting unpaid leave requests, ensuring clear communication between employees and HR. This form captures essential details such as leave duration, reason, and approval status. Utilizing a standardized form helps maintain accurate records and supports efficient leave management.

Employee Name:

Employee ID:

Department:

Position/Title:

Type of Leave:

Leave Start Date:

Leave End Date:

Total Number of Days Requested:

Reason for Unpaid Leave:

Employee Signature: (Type name or sign)

Date:

HR/Managerial Approval

Approval Status:

Comments (if any):

Approver Name:

Approver Signature: (Type name or sign)

Date:

Leave Record Summary (Sample Entry)

Employee Name	Department	Leave Period	No. of Days	Reason	Status	Approver
Jane Doe	Finance	2024-07-05 to 2024-07-10	5	Medical Appointment	Approved	John Manager