# Annual Leave Application Record Form Sample

This **annual leave application record form sample** provides a structured template for employees to formally request time off. It ensures clear documentation of leave dates and approval status, streamlining HR processes. Utilizing this form helps maintain accurate leave records and supports effective workforce management.

## Employee Details

| | | | |
|---|---|---|---|
| **Employee Name** | | **Employee ID** | |
| **Department** | | **Position** | |

## Leave Application

| | | | |
|---|---|---|---|
| **Type of Leave** | ☑ Annual Leave | **Days Requested** | |
| **Start Date** | | **End Date** | |
| **Reason for Leave** | | | |

## Approval

| | |
|---|---|
| **Status** | â˜ Approved    â˜ Rejected    â˜ Pending |
| **Supervisor/Manager Name** | |
| **Signature** | |
| **Date** | |

## HR Use Only

| | | | |
|---|---|---|---|
| **Processed By** | | **Date Processed** | |
| **Remarks** | | | |