

Employee Leave Record Form

This **employee leave record form** sample efficiently tracks both sick and vacation leave, ensuring accurate leave management. It helps organizations maintain clear records of employee absences and streamline leave approvals. Utilizing this form promotes transparency and simplifies attendance monitoring.

Employee Information

Employee Name	<input type="text"/>	Employee ID	<input type="text"/>
Department	<input type="text"/>	Position	<input type="text"/>
Supervisor	<input type="text"/>		

Leave Record

Date	Leave Type	Duration (Days/Hours)	Reason	Status (Approved/Pending/Rejected)	Remarks
<input type="text"/>	Sick L <div></div>	<input type="text"/>	<input type="text"/>	Pending <div></div>	<input type="text"/>
<input type="text"/>	Sick L <div></div>	<input type="text"/>	<input type="text"/>	Pending <div></div>	<input type="text"/>

Leave Balance Summary

Leave Type	Annual Entitlement	Leave Taken	Leave Remaining
Sick Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vacation Leave	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Signature	Date	Supervisor Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>