Leave Application Report for Maternity Leave

This **leave application report for maternity leave** details the requested time off for childbirth and postpartum recovery. It includes the expected start and end dates, along with necessary medical certificates. The report ensures smooth coordination between employees and management during this important period.

Employee Information

- **Name:** [Employee Name]
- **Employee ID:** [Employee ID]
- **Department:** [Department]
- **Position:** [Job Title]

Maternity Leave Details

- **Expected Start Date:** [Start Date]
- **Expected End Date:** [End Date]
- **Total Duration:** [Number of Weeks/Days]

Attached Documents

- Medical Certificate/Doctor's Note
- Other Supporting Documents (if any)

Comments/Notes

[Any additional comments or special requests regarding the leave application.]

Management Use Only

- **Approved by:** [Manager/HR Name]
- **Approval Date:** [Date]
- **Remarks:** [Comments/Decisions]