

# Leave Authorization Form

This **leave authorization form** sample is designed for school staff to officially request and document leave. It ensures proper approval and record-keeping for absences. The form helps maintain smooth administrative operations within educational institutions.

**Name of Staff:**

**Position/Department:**

**Type of Leave:**

--Select Leave Type--

**Leave Dates:**

to

**Reason for Leave:**

**Emergency Contact Information (during leave):**

**Applicant's Signature:**

Sign or type your name

**Date:**

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## For Administration Use Only

**Approval Status:**

--Select--

**Administrator's Comments:**

**Administrator's Name & Signature:**

**Date:**

**Submit Leave Request**

Staff Name	Position/Dept	Leave Type	Start Date	End Date	Status
Jane Doe	English Dept.	Sick Leave	2024-06-10	2024-06-12	Approved