

Half-Day Leave Request Form

Employee Name:

Department:

Date of Leave:

Half-Day Session:

Reason for Leave:

Employee's Signature:

Supervisor's Approval/Signature:

Approval Date:

Submit Request

This **leave request form** sample is designed for employees seeking approval for a half-day leave. It includes fields for date, reason, and supervisor's signature to streamline the approval process. Using this form ensures clear communication and efficient leave management.