

## Half-Day Leave Request Form

Employee Name:

Department:

Date of Leave:

Half-Day Session:

--Select Session--

Reason for Leave:

Employee's Signature:

Enter full name or upload a signature

Supervisor's Approval/Signature:

For supervisor use only

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.