

Monthly Employee Leave Record Form

This **monthly employee leave record form** sample template helps organizations efficiently track and manage employee leave on a monthly basis. It ensures accurate record-keeping of various leave types, simplifying attendance monitoring. Using this template boosts transparency and streamlines human resource processes.

Employee Information

Name		Employee ID	
Department		Designation	
Reporting Manager			
Month & Year			

Monthly Leave Record

Date	Day	Type of Leave	Duration (Full/Half)	Reason	Status (Approved/Rejected/Pending)	Manager's Signature

Summary of Leave

Leave Type	Opening Balance	Availed	Remaining
Casual Leave			
Sick Leave			
Earned Leave			
Other			

Employee Signature: _____ Date: _____

Manager/HR Signature: _____ Date: _____