

Leave Record Form

The **leave record form sample** streamlines the process of tracking employee leave requests while incorporating a clear approval workflow. This template ensures all leave entries are documented accurately and approved by the relevant authorities. It enhances transparency and efficiency in managing time-off records within an organization.

Employee Information

Employee Name		Employee ID	
Department		Position	

Leave Details

Type of Leave	<input type="checkbox"/> Annual <input type="checkbox"/> Sick <input type="checkbox"/> Emergency <input type="checkbox"/> Other:
Leave Start Date	
Leave End Date	
Number of Days	
Reason for Leave	

Approval Workflow

Role	Name	Signature	Date	Status	Comments
Employee				Submitted	
Supervisor/Manager				<div>Pending</div>	
HR Department				<div>Pending</div>	

For HR Use Only

Total Leave Balance Before		Total Leave Balance After	
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