

# Leave Record Form (Half-Day & Short Leave)

The **leave record form** sample is designed to efficiently track half-day and short leave requests, ensuring accurate attendance management. It provides a clear format for employees to document their leave details, facilitating smooth approval processes. This form helps maintain organized and transparent leave records for both HR and staff.

Employee Details			
Employee Name:	<input type="text"/>	Employee ID:	<input type="text"/>
Department:	<input type="text"/>	Designation:	<input type="text"/>

## Leave Details

Type of Leave	Date of Leave	Time (From / To)	Reason
Select <input type="button" value="▼"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>

## Record & Approval

Requested By:	Checked By (HR):	Approved By (Manager/Supervisor):	Date of Approval: <input type="text"/>
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*Note: Submit the duly filled form to the HR department for processing and record keeping. Attach supporting documents if required.*