

# Leave Authorization Form

A **leave authorization form** sample streamlines the process for employee absence requests by clearly documenting the duration and reason for leave. This form ensures proper approval and record-keeping, promoting transparency and efficient workforce management. Employers and employees benefit from a standardized approach to managing time off.

**Employee Name:**

**Employee ID:**

**Department:**

**Type of Leave:**

--Please select--

**Reason for Leave:**

**Leave Dates:**

to

**Total Number of Days:**

**Contact Information During Leave:**

**Employee Signature:**

**Date:**

**Supervisor/Manager Signature:**

**Date:**

**Submit**