

# 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