Simple Sick Leave Application Sample in Excel

This **Simple sick leave application sample in Excel** provides a clear and organized template to request time off due to illness. Designed for ease of use, it helps employees communicate their absence professionally. The template includes sections for dates, reason, and approval signatures to streamline the process.

Sick Leave Application Template

Employee Name	[Enter Employee Name]
Employee ID	[Enter Employee ID]
Department	[Enter Department]
Start Date of Leave	[Enter Start Date]
End Date of Leave	[Enter End Date]
Number of Days	[Calculate Automatically]
Reason for Leave	Sick leave due to [mention illness or general sickness]
Contact Number during Leave	[Enter Contact Number]
Signature (Employee)	[Employee Signature]
Date	[Date of Application]
Approval (Supervisor/Manager)	[Approval Signature]

Note: You can design this template in Microsoft Excel for easy data entry and management. Adjust columns as appropriate for your organization.