

Bilingual Employee Leave Record Form

Formulario Bilingüe de Registro de Permisos de Empleados

This **bilingual employee leave record form** sample is designed to accurately track leave details in both English and Spanish, ensuring clear communication for diverse workplaces. It simplifies the management of employee absences by providing a standardized format accessible to speakers of both languages. Ideal for HR departments aiming to maintain comprehensive and inclusive attendance records.

Employee Information / Información del Empleado

Employee Name Nombre del Empleado	
Employee ID ID del Empleado	
Department Departamento	
Position Cargo	

Leave Record / Registro de Permiso

Date(s) of Leave Fecha(s) del Permiso	Type of Leave Tipo de Permiso	Reason Motivo	Total Days Días Totales	Approved By Aprobado Por
MM/DD/YYYY - MM	--Select/Selecione--			

Signature & Acknowledgment / Firma y Reconocimiento

Employee Signature Firma del Empleado	Date Fecha	Supervisor Signature Firma del Supervisor	Date Fecha
	MM/DD/YYYY		MM/DD/YYYY

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