

Monthly Leave Record Form for School Teachers

This **monthly leave record form** sample is designed for school teachers to efficiently track their leave days each month. It ensures accurate documentation of absences, supporting smooth administrative processes. Utilizing this form helps maintain organized records for payroll and attendance monitoring.

Teacher Information

Name				Employee ID	
Department/Grade		Month		Year	

Leave Record

Date	Type of Leave (CL/EL/SL/Other)	Full Day / Half Day	Reason	Reliever (If Any)	Remarks

Summary

Total CL		Total EL		Total SL		Others	
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Approval & Signatures

Teacher's Signature:	_____	Date:	_____
HOD/Coordinator Signature:	_____	Date:	_____
Principal's Signature:	_____	Date:	_____