

Maternity Leave Authorization Form

This **leave authorization form sample** for maternity leave simplifies the process of requesting and approving time off for new mothers. It ensures clear communication between employees and management regarding the duration and terms of the maternity leave. Utilizing this form helps maintain organized and compliant HR records.

Employee Name:

Job Title/Position:

Department:

Start Date of Leave:

End Date of Leave:

Expected Date of Return:

Contact Information During Leave (optional):

Additional Remarks/Requests (optional):

Employee Signature:

Manager/Supervisor Approval:

Date: _____

Date: _____

HR/Administrative Use Only (comments, approval, etc.):