

Leave Authorization Form

Employee Name:

Employee ID:

Department:

Type of Leave:

Leave Dates:

Reason for Leave:

Date Requested:

Supervisor Name:

Supervisor
Approval:

☐

Approved ☐

Rejected

Submit

A **leave authorization form sample** with reason for leave helps streamline the approval process by clearly documenting the employee's request and justification. It ensures proper communication between staff and management while maintaining accurate records for HR purposes. Using a standardized form promotes consistency and accountability in managing leave requests.