

## Sick Leave Application Record Form Sample

The **sick leave application record form sample** is designed to streamline the process of documenting employee absences due to illness. This form helps organizations maintain accurate records while ensuring compliance with company policies. It provides a clear and concise way for employees to formally request time off for health reasons.

**Employee Name**

**Employee ID**

**Department**

**Designation**

**Leave Start Date**

**Leave End Date**

**Total Number of Days**

**Reason for Sick Leave**

**Medical Certificate Attached**

**Contact Information During Leave**

Reset

Submit Application