

# Employee Absence Notice Form

## Maternity Leave Request

This **employee absence notice form** sample is designed to streamline the process of requesting maternity leave. It ensures clear communication between employees and management, detailing essential information such as leave duration and expected return date. Utilizing this form helps maintain organized records and compliance with company policies.

**Employee Name:**

**Employee ID / Department:**

**Position/Title:**

**Manager's Name:**

**Expected Leave Start Date:**

**Expected Leave End Date:**

**Expected Return Date:**

**Contact During Leave (email/phone):**

**Additional Comments or Notes:**

**Employee Signature:**

**Date Submitted:**

Submit Request