

# Employee Leave Record Form

This **employee leave record form sample** is designed specifically for small businesses to efficiently track and manage employee leave requests. It simplifies the documentation process, ensuring clear communication and accurate leave balances. Using this form helps maintain organized records and supports compliance with company policies.

**Employee Name:**

**Employee ID:**

**Department:**

**Type of Leave:**

 Annual Leave 

**Start Date:**

**End Date:**

**Reason for Leave:**

**Date of Request:**

**Leave Status:**  Pending

**Approved By:**

## Leave Balance Record

| Leave Type     | Annual Entitlement | Taken | Remaining |
|----------------|--------------------|-------|-----------|
| Annual Leave   | 15                 | 5     | 10        |
| Sick Leave     | 10                 | 2     | 8         |
| Personal Leave | 5                  | 1     | 4         |

## Manager's Comments

Manager/HR comments...