

Sample Filled Leave Record Form for Maternity Leave

This sample filled leave record form provides a clear and organized way to document **maternity leave** details, including start and end dates, duration, and approval status. It ensures accurate tracking and compliance with company policies. Use this template to streamline leave management and maintain employee records efficiently.

Maternity Leave Record Form	
Employee Name	Jane Smith
Employee ID	EMP10245
Department	Human Resources
Position	HR Specialist
Leave Type	Maternity Leave
Leave Start Date	2024-07-15
Leave End Date	2024-10-15
Total Duration	3 months
Contact During Leave	janesmith@email.com / +1-555-987-6543
Date of Application	2024-06-20
Supervisor/Manager	Michael Lee
Approval Status	Approved
Date of Approval	2024-06-22
Remarks	Wishing Jane a healthy maternity period. Coverage arranged with team.

Employee Signature: _____ Date: 2024-06-20

HR/Manager Signature: _____ Date: 2024-06-22