

# 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