

Leave Request Form

For School or College Staff

This **leave request form** sample is designed specifically for school or college staff to formally apply for time off. It ensures clear communication of leave dates and reasons, facilitating smooth administrative approval. Utilizing this template helps maintain organized records and supports efficient leave management.

Staff Name:

Designation/Role:

Department:

Type of Leave:

-- Select --

Leave Dates:

From (dd/mm/yyyy) to (dd/mm/yyyy)

Total Number of Days:

Reason for Leave:

Contact Details During Leave:

Staff Signature:

(Signature)

Date:

HOD/Principal Approval:

(Signature)

Date:

Submit