Timesheet Approval Form with Leave Tracking

The **timesheet approval form** sample with leave tracking streamlines employee time management by integrating work hours and leave requests in one document. This form enhances accuracy and accountability in payroll processing while simplifying leave oversight for managers. Utilizing this template ensures efficient approval workflows and transparent attendance records.

Employee Name: [_____]   **Employee ID:** [_____]

Department: [_____]   **Period:** [_____] to [_____]

Date	Day	Time In	Time Out	Break (h)	Total Hours	Leave Type	Leave Hours	Remarks
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	-- ▼	[ ]	[ ]
				Total Work Hours:		[_____]		
				Total Leave Hours:		[_____]		

Employee Signature: [_____]   **Date:** [_____]

Manager Approval: [_____]   **Signature:** [_____]   **Date:** [_____]

[Submit]