

Maternity Leave Application Record Form Sample

This **maternity leave application record form sample** provides a structured template to document employee requests for maternity leave efficiently. It ensures all necessary details are captured for smooth processing and compliance with company policies. Using this form helps streamline approval workflows and maintain accurate leave records.

Employee Details

Full Name	
Employee ID	
Department	
Designation	
Contact Number	

Maternity Leave Details

Expected Start Date	
Expected End Date	
Total Number of Days Requested	
Reason for Leave	Maternity
Supporting Documents Submitted	<input type="checkbox"/> Medical Certificate <input type="checkbox"/> Other (specify):

Approval Workflow

Supervisor/Manager Name	
Approval Status	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending
Comments	
Date of Approval	

HR Department Use Only

Date Processed	
Processed By	
Remarks	