

Multiple Leave Type Application Form Excel Template

The **Multiple leave type application form** Excel template simplifies tracking various leave requests in a single document. It enhances organization and ensures accurate leave management for both employees and HR. This template is designed for easy customization and efficient record-keeping.

Sample Template Structure

Employee Name	Employee ID	Department	Leave Type	From Date	To Date	Total Days	Reason	Status	Manager's Comments
Jane Doe	EMP001	Finance	Sick Leave	2024-06-10	2024-06-12	3	Health issue	Approved	Get well soon
John Smith	EMP002	Marketing	Casual Leave	2024-06-14	2024-06-15	2	Personal reason	Pending	

Key Features

- Tracks multiple leave types: Sick, Casual, Paid, Maternity, and more.
- Records employee details and leave history.
- Customizable columns for specific organizational needs.
- Status tracking for approvals and HR comments.
- Simple for employees to fill in and submit.

How to Use

1. Download the Excel template to your local device.
2. Enter the required employee information and leave details.
3. Save and forward to your HR/manager for approval.
4. Maintain digital or printed records for future reference.