

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

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