

Employee Leave Record Form

This **employee leave record form** sample for HR simplifies the process of tracking employee absences efficiently. It provides a clear and organized way to document leave dates, types, and approvals. Ideal for maintaining accurate attendance records and ensuring seamless workforce management.

Employee Name:

Employee ID:

Department:

Leave Type:

Select Type▼

Leave From:

Leave To:

Remarks:

Approved By:

Approval Date:

Submit

Employee Leave Record Table

Date Submitted	Employee Name	Employee ID	Department	Leave Type	Leave From	Leave To	Remarks	Approved By	Approval Date
2024-06-01	Jane Doe	EMP045	Finance	Sick Leave	2024-06-03	2024-06-05	Medical certificate attached	John Smith	2024-06-02