

# Attendance and Leave Record Form

This **attendance and leave record form sample** is designed to help HR departments efficiently track employee attendance and leave. It ensures accurate monitoring of work hours, absences, and paid time off. Using this form simplifies record-keeping and supports compliance with company policies.

## Employee Information

Employee Name	<input type="text"/>	Employee ID	<input type="text"/>
Department	<input type="text"/>	Job Title	<input type="text"/>
Month/Year	<input type="text"/>		

## Attendance and Leave Record

Date	Day	In Time	Out Time	Hours Worked	Leave Type	Leave Status	Remarks
<input type="text"/>	--Se <input type="button" value="▼"/>	--S <input type="button" value="▼"/>	<input type="text"/>				
<input type="text"/>	--Se <input type="button" value="▼"/>	--S <input type="button" value="▼"/>	<input type="text"/>				

## Summary

Total Days Worked	<input type="text"/>	Total Leaves Taken	<input type="text"/>
Leave Balance	<input type="text"/>	Unpaid Leave	<input type="text"/>

## Approval

HR Signature	<input type="text"/>	Date	<input type="text"/>
Manager Signature	<input type="text"/>	Date	<input type="text"/>