Employee Leave Application Record Form Sample

The **employee leave application record form sample** provides a structured template for tracking leave requests efficiently. It helps streamline the approval process while maintaining accurate records of employee attendance. Using this form ensures organized and transparent management of leave data.

Employee Information

Employee Name		Employee ID	
Department		Position/Designation	

Leave Details

Type of Leave	☐ Sick Leave ☐ Casual Leave ☐ Annual Leave ☐ Others: _____
Leave Start Date	
Leave End Date	
Number of Days	
Reason for Leave	

Approval

Immediate Supervisor	Date	Status (Approved/Rejected)	Remarks

Employee Signature

Signature		Date	