
Leave Application for Job

1. Employee Profile

- Name: _____
- Employee Number: _____
- Department: _____
- Job Title: _____

2. Leave Request Details

- Type of Leave Requested: _____ (Personal, Maternity, Paternity, etc.)
- Date Leave Begins: _____
- Date Leave Ends: _____
- Total Leave Days: _____

3. Reason for Leave

- Specific Reason for Leave:

- ☐ Supporting Documents Attached

4. Work Handover

- Person Covering Duties: _____

- Tasks to be Covered: _____

5. Approval Process

- Supervisor's Name: _____
- Approval: _____ (Signature)
- HR Verification: _____ (Signature)
- Date: _____