

Leave and Absence Report Sheet

Employee Name: _____

Employee ID: _____

Department: _____

Report Month:

Date	Day	Type of Leave/Absence	Reason/Remarks	Duration (Full/Half)	Status (Approved/Pending)	Supervisor Initials

Employee Signature:

Date: _____

Supervisor/Manager Signature:

Date: _____

Important Notes

- All leave/absence entries must be recorded daily for payroll accuracy.
- Ensure supporting documents are attached where applicable (e.g., medical certificate).
- Obtain supervisor/manager approval for each leave entry before payroll submission.
- Any correction or alteration should be initialed by both employee and supervisor.
- This report must be submitted to the payroll department at the end of each month.