

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 |
|------|-----|-----------------------|----------------|----------------------|---------------------------|---------------------|
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| | | | | | | |
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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.