



Reporting Period

[Period]

Prepared By

[Name]

Review Date

[Date]

Free-to-use Employee Leave Report Template

Employee Name	Department	Leave Type	Leave Entitlement	Leave Used	Remaining Balance	Start Date	End Date	Approval Status

Validation note: Reconcile leave requests with employee records, approvals, schedules, and opening balances before finalising the report.

Leave entitlement should follow the organisation’s policies and applicable statutory leave requirements. Review unusual balances, overlapping leave, and pending approvals before workforce planning decisions.