

									TODAY 31/7/2015		WORK DAYS IN 2015		248.0	21	18	22	19	19	22	22	21	21	20	21	22
Staff ID	Join Date	Staff Name	Department	Position	Level	2015 AL entitlement	2014 Carryover *	2015 Total AL available	2015 AL available as at today	Total Days Left as at 31/12/15	Total Days Left as at today	Total Taken in 2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
0054	2002-07-12	Luke Chu	Management	Chief Operation Officer /Diretor, Projec	C	18.00	18.00	36.00	28.45	36.00	28.45	0.00	0	0	0	0	0	0	0	0	0	0	0	0	
0064	2011-06-13	Joe Man	JB Team	System Analyst	B	15.00	14.00	29.00	22.71	22.00	15.71	7.00	2	1	0	2	2	0	0	0	0	0	0	0	
0102	2013-07-02	Heidi Cheuk	JB Team	Project Executive	A	11.00	5.00	16.00	11.39	8.00	3.39	8.00	0	0	6	0	0	1	0	1	0	0	0	0	
0111	2013-09-09	Dante Cheung	JB Team	Project Executive	A	11.00	2.50	13.50	8.89	7.50	2.89	6.00	0	0	0	0	0	0.5	1	0	2	3	0	0	
0118	2013-09-23	Bryan Poon	JB Team	Project Manager	B	13.00	6.00	19.00	13.55	17.00	11.55	2.00	0	0.5	0.5	0	0.5	0.5	0	0	0	0	0	0	
0133	2013-12-18	Cody Lui	JB Team	Wed Developer	A	11.00	3.00	14.00	9.39	12.00	7.39	2.00	0	0	0	0	1	0	0	1	0	0	0	0	
0137	2014-02-04	Daniel Fong	JB Team	Web Developer	A	10.00	4.00	14.00	9.81	9.50	5.31	4.50	0	0	1.5	0	1	2	0	0	0	0	0	0	
0139	2014-01-13	Livia Kwong	JB Team	Project Executive	A	10.00	0.00	10.00	5.81	3.00	(1.19)	7.00	1	0.5	0	0.5	2	0	0	1	2	0	0	0	
0160	2014-04-14	Xavier Fung	JB Team	Senior Project Officer	A	10.00	5.00	15.00	10.81	3.00	(1.19)	12.00	1	3	2	0	1.5	0.5	0	4	0	0	0	0	
				Total:		109.00	58.00	167.00	121.00	118.00	73.00	49.00	4	5	10	3	8	5	1	7	4	3	0	0	

Remarks:-

1. Please noted that Annuual Leave carryover 2014 for New Joiner Join after 01/08/2014 must be taken before 31/03/2015. Otherwise, carryover leave will be automatically forfeited on 1/04/2015.
2. Staff within Probation cannot take AL. They need to apply no pay leave with written approval.
3. Should you leave the Company during the first year of employment with less than three months' service, you will not be entitled to any annual leave.
4. Annual leave entitlements must be taken on the 12 months in which it accrues, and may not be carried forward. If due to operational needs, you cannot clear your earned leave days as scheduled, you may accumulate up to one year' s leave entitlement and any excess leave days will be treated as voluntarily given up by you and forfeited