

Year: **2016**  
EmployeeID: **1**  
Employee: **Shiva S**  
Designation: **Director**  
Availed Days: **CL: 4.0**  
Leave Duration: From **2016-06-02** to **2016-06-07**  
Leave Reason: Visiting Relatives for quite a while  
Leave Status: Processing

Days Balance Till date:

<u>Summary</u>	<u>CL</u>	<u>EL</u>	<u>RH</u>	<u>ML</u>
<b>Balance</b>	20	200	12	8

Legend:

**CL:** Casual Leave

**EL:** Earned Leave

**RH:** Restricted Holiday

**ML:** Medical Leave