



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: Verified, **Approved**

Days Balance / Availed Till date:

<u>Summary</u>	<u>CL</u>	<u>EL</u>	<u>RH</u>	<u>ML</u>
Availed	4.0	0	0	0
Balance	16	200	12	8

Legend:

CL: Casual Leave

EL: Earned Leave

RH: Restricted Holiday

ML: Medical Leave