

Leave Card

Name of the Employee : BHUPESH JOSHI		Department : ALBATROSS		
Supervisor's Name: RAGHUNATHAN S		Location: CHENNAI		
Internship Start Date	01/03/2017	Internship End Date	17/05/2017	
Month	Leave Dates	Total Leaves	Employee Signature	Supervisor's Signature
March 2017	13/03/2017 & 15/03/2017	2	Bhupesh Joshi	S. Raghunathan
April 2017	28/04/2017	1	Bhupesh Joshi	S. Raghunathan

Note:

- 1 Employee must fill in the leave dates and total leaves taken on a monthly basis.
- 2 The employee must get a sign off on the leave card from the reporting manager every month.
- 3 Every month on or before 30th/31st of the month, the details must be submitted to Payroll Team
- 4 Deductions as applicable would be effected in the stipend based on details provided.
- 5 In case there are no leaves taken, please mention 0