**LEAVE CARD**

|  |  |  |
| --- | --- | --- |
| «employee-name» |  | «first-day-of-service» |
| Name |  | 1st Day of Service |

|  |  |  |
| --- | --- | --- |
|  | «leavetype» |  |
|  | Leave Type |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE | PARTICULARS | EARNED | ABS./UND.  w/ PAY | BALANCE | ACTION TAKEN ON APPLICATION (DATE) |
|  |  |  |  |  |  |