

Employee Code: Im059

Employee Name: Abhinav Grover

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| --- | --- |
| Type of Leave: | Urgent Leave |
| Days of Leave: | 2 days leave |
| From Date to Date: | 14-07-2016-15-07-2016 |
| Reason: | Medical emergency in family |
| Substitute: | Ramit Sir |

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For Official Purpose Only

**Monthly Leave Balance:**

**Yearly Leave Balance**:

**HR Remarks** (Approve/ Deny):

**Managers Remarks** (Approve/ Deny):

**Final Status** (Approved/ Denied):