

Employee's Leave Card

Employee ID : 10001 Department : Registration Department
Employee Name : Md. Manikuzzaman Khan Designation : Deputy Manager - CSD
DOJ : 01-Mar-1994

EARNED LEAVE	16 days
CASUAL LEAVE	10 days
SICK LEAVE	14 days

Date Applied	From	To	Leave Type			Balance			Remarks	Supervisor's Approval	HR Approval
			Earn Leave	Casual Leave	Sick Leave	Earn Leave	Casual Leave	Sick Leave			
Year -2022		Balance				16.0	10.0	14.0			
24-01-22	24-01-22	24-01-22	-	1.0	-	16.0	9.0	14.0			
01-02-22	01-02-22	01-02-22	-	0.5	-	16.0	8.5	14.0			
03-04-22	06-03-22	06-03-22	-	-	1.0	16.0	8.5	13.0	Late adjustment		
03-04-22	07-03-22	07-03-22	-	-	0.5	16.0	8.5	12.5	Late adjustment		
29-03-22	15-03-22	15-03-22	-	1.0	-	16.0	7.5	12.5			