VCR PARK
Harmonizing Innovation

VYAS CANCER RESEARCH PVT. LTD.
EMPLOYEE LEAVE CARD

Employee Name: Pooja Reddy	**Emp. No.: 0015**	**Leave Calendar Year: 2024**	**Privilege Leave Opening Balance: 35.5**
Designation: Testing Engineer	**Department: Information Technology**	**Location: Vishakhapatnam**	
Date of Joining:	**Date of Probation:**	**Date of Confirmation:**	

Date of Application	Leave Date(s)		Reason for Availing Leave	No. of Days	Leave Address & Phone No.	Sign. of the Employee	Sign. of Recommending Authority	Sign. of Approving Authority	For HR Dept. Use Only	
	From	To							Balance Leave	Remarks & Sign
10-01-2024	10-01-2024	10-01-2024	sick	01						
16-01-2024	16-01-2024	16-01-2024	personal work	01						
31-01-2024	31-01-2024	31-01-2024	personal work	01						
13-02-2024	13-02-2024	13-02-2024	personal work	0.5						
23-02-2024	23-02-2024	23-02-2024	personal work	0.5						

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	From	To							Balance Leave	Remarks & Sign