**LEAVE CARD**

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

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

Period: «period»

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Period   |  |  |  | | --- | --- | --- | | Total Dr | : | «prev\_dr» | | Total Cr | : | «prev\_cr» | | Credit Balance | : | «prev\_bal» | | Current Period   |  |  |  | | --- | --- | --- | | Total Dr | : | «cur\_dr» | | Total Cr | : | «cur\_cr» | | Credit Balance | : | «cur\_bal» | | Next Period   |  |  |  | | --- | --- | --- | | Total Dr | : | «next\_dr» | | Total Cr | : | «next\_cr» | | Credit Balance | : | «next\_bal» | |

OVERALL CREDIT BALANCE

**«overall\_bal»**