

Leave Management Report

Generated on 30 December 2025 at 11:00:53

Summary Statistics

Metric	Count
Total Leave Requests	2
Pending Approvals	0
Approved Requests	2
Rejected Requests	0

Detailed Leave Records

Employee	Leave Type	Start Date	End Date	Days	Status	Reason
12402040701183	Sick	22/12/2025	26/12/2025	5	Approved	I was Sick
12402040701183	Sick	22/12/2025	26/12/2025	5	Approved	I was Sick.

Leave Balance Summary (Current Year)

Leave Type	Total Days	Used Days	Remaining Days
Sick	10	10	0

Report Information:

Generated by: nrpatel@mbit.edu.in

Role: COUNSELOR

System: WorkZen Leave Management

This is an auto-generated report. Please verify the data before taking any action.