

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.