|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEAVE TRACKER** | | | | | | | | | | | **Year:** | |  | | | |
|  |  |  | | | | | | | | | | | | | |  |
| **EMPLOYEE NAME** | **TOTAL LEAVE** | **NUMBER OF DAYS TAKEN BY MONTH** | | | | | | | | | | | | | | **TOTAL**  **DAYS REMAINING** |
| **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | | **OCT** | | **NOV** | **DEC** |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |
| [A blue and black logo  AI-generated content may be incorrect.](https://www.generalblue.com/) | | | | | | | | | | | | | | | | |