

LEAVE APPROVAL REPORT

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Review pending, approved, and rejected leave decisions.

SCOPE	COVERAGE	RECORDS	GENERATED
All Employees	Jul 01, 2026 - Jul 15, 2026	3	Jul 15, 2026 04:30 PM

FILED	EMPLOYEE	LEAVE TYPE	COVERAGE	DAYS	STATUS	APPROVER	DECISION DATE	REMARKS
Jul 13, 2026	Andrea Cruz	Vacation Leave	Jul 20 - Jul 21, 2026	2.00 d	Approved	Mara Santos	Jul 14, 2026	Family trip
Jul 14, 2026	Nico Mendoza	Sick Leave	Jul 14, 2026	1.00 d	Approved	Elena Chua	Jul 14, 2026	Medical rest
Jul 15, 2026	Camille Tan	Emergency Leave	Jul 18, 2026	1.00 d	Pending	Mara Santos	-	Family matter