

LEAVE LEDGER

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Annual entitlement, recorded usage, reservations, and balance movement.

SCOPE

COVERAGE

RECORDS

GENERATED

All Employees

Jul 01, 2026 - Jul 15, 2026

3

Jul 15, 2026 04:30 PM

DATE	EMPLOYEE	LEAVE TYPE	TRANSACTION	REFERENCE / STATUS	EARNED	USED	RESERVED	RUNNING BALANCE
Jan 01, 2026	Andrea Cruz	Vacation Leave	Annual entitlement	VL-2026	15.00 d	-	-	15.00 d
Apr 06, 2026	Andrea Cruz	Vacation Leave	Leave request	LR-128 / Approved	-	2.00 d	-	13.00 d
Jul 20, 2026	Andrea Cruz	Vacation Leave	Leave request	LR-184 / Pending	-	-	1.00 d	12.00 d