

Leave Balance Report

Year: 2026 | Generated: 10/6/2026 | Confidential

1. Privilege Leave (PL) Ledger

Employee	Dept	Opening	Accrued (YTD)	Used	Carry Fwd	Net Balance
Alice Wong	N/A	12	0	0	0	12
Amit Kumar	Finance	8	10	13	8	-3
Diana Dyle	Engineering	10	0	0	0	10
Diana Prince	N/A	12	0	0	0	12
Jane Smith	Sales	0	5	0	0	5
John Doe	Engineering	0	12	0	0	12
New Employee	N/A	12	0	0	0	12
New Employee	N/A	12	0	0	0	12
New Employee	N/A	12	0	0	0	12
New Employee	N/A	0	0	0	0	0
Priya Sharma	HR	10	18	2	10	28
Rahul Verma	Engineering	5	15	0	5	20

2. Casual & Sick Leave (CL/SL) Ledger

Employee	Dept	CL Balance	SL Balance	CL Used	SL Used
Alice Wong	N/A	7	7	0	0
Amit Kumar	Finance	2	7	5	0
Diana Dyle	Engineering	11	7	0	0
Diana Prince	N/A	7	7	0	0
Jane Smith	Sales	7	7	0	0
John Doe	Engineering	4	7	3	0

Employee	Dept	CL Balance	SL Balance	CL Used	SL Used
New Employee	N/A	7	7	0	0
New Employee	N/A	7	7	0	0
New Employee	N/A	7	7	0	0
New Employee	N/A	0	0	0	0
Priya Sharma	HR	6	5	1	2
Rahul Verma	Engineering	5	5	2	2

3. Negative Leave Summary (Rule 46)

Employees below have negative leave balances or recorded recoveries required.

Employee	Type	Days	Daily Rate	Recovery Amount	Status
Amit Kumar	PL	-3	1 2 0 0 0	1 6 0 0 0	PENDING

4. Compensatory Off (COMP) History

Employee	Dept	COMP Balance
Alice Wong	N/A	1
Amit Kumar	Finance	0
Diana Dyle	Engineering	0
Diana Prince	N/A	1
Jane Smith	Sales	0
John Doe	Engineering	1
New Employee	N/A	1
New Employee	N/A	1
New Employee	N/A	1
New Employee	N/A	0
Priya Sharma	HR	2
Rahul Verma	Engineering	0