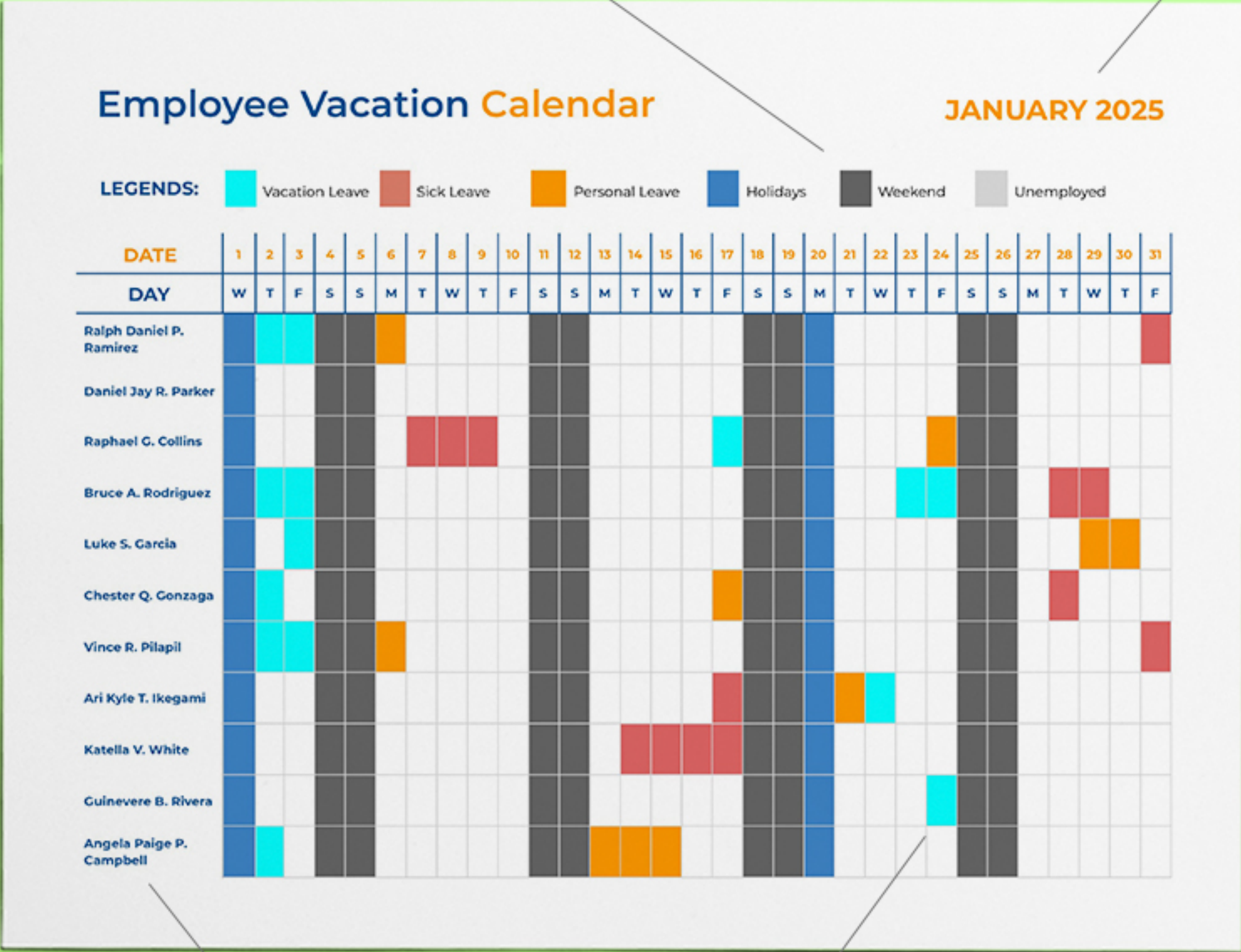


Step 1: Download the template | Step 2: Edit the template in compatible software
Step 3: Print it at home/office

Change the legends and
the colors according to
what you like or need.

Change the
month and
Year



List down the
names of the
employees

Color each box to
determine which day the
employee filed a leave