

ANNUAL LEAVE PLANNER

YOUR LOGO		DEPARTMENTAL LEAVE PLANNER - 2020 COMPANY NAME: COMPANY ABC										ESTIMATED TO BE ON LEAVE DURING THE MONTH			0	1	3	4	2	3	2	1	2	2	
												PERCENTAGE OF ON LEAVE FROM DEPT MANPOWER			0%	10%	30%	40%	20%	30%	20%	10%	20%	20%	0
												HEAD COUNT OF GOING DURING THE MONTH			0	0	2	0	1	2	0	1	2	0	
												HEAD COUNT OF RETURNING DURING THE MONTH			0	0	0	2	1	1	2	1	0	2	
SN	CODE	DIV	NAME	DESIGNATION	CATEGORY	DEPARTMENT	DATE OF JOIN	TAILS (1ST IN CASE OF SPLIT)		LEAVE DETAILS (2ND IN CASE OF SPLIT)			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV		
								NO. DAYS	END DATE	START DATE	NO. DAYS	END DATE													
	ENTER		ENTER	ENTER			ENTER	ENTER	AUTO	ENTER	ENTER	AUTO	AUTO	AUTO	AUTO	AUTO	AUTO	AUTO	AUTO	AUTO	AUTO	AUTO	AUTO		
1	0001	COP.	John Smith	Sr. Purchasing Engineer	STAFF	Purchasing	8-Jun-2018	30	8-Oct-2020																
2	0002	HR	Steve Job	HR Assistant	STAFF	HRA	4-Apr-2019	20	23-Apr-2020	3-Aug-2020	10	18-Aug-2020													
3	0003	HR	Nisham	HR Manager	STAFF	HRA	8-Jun-2019	15	4-Jul-2020	12-Dec-2020	15	26-Dec-2020													
4	0004	PRD	Kailasa	Production Manager	STAFF	Production	5-Jan-2019	30	2-Mar-2020																
5	0005	PRD	Nagesh	Production Engineer	STAFF	Production	4-Feb-2019	30	5-May-2020																
6	0006	PRD	Murugan	Foremen	STAFF	Production	5-Feb-2019	30	3-Apr-2020																
7	0007	PRD	Ganapathy	Maintenance Engineer	LABOURER	Production	15-Mar-2019	30	4-Apr-2020																
8	0008	PRD	Shreyas	Machine Operator	LABOURER	Production	6-Apr-2019	30	3-Jun-2020																

FREE TEMPLATE

