

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
January	Leave Management worksheet - Januray 2022																																							
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total Absence Days	Total Vacation Leave Days	Total Sick Leave Days	Total Other Leave Days	Total Work from Home Days	Absence typeCode			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
Department 1																																								
Manager:	Manager Name																																							
Employee 1			L	L	L	L	L			L	L	L	L	T			C	P	S	L	W			L	L	L	S	L			L1	20.5	14.5	2	3	1	Vacation Leave (Full Day)L			
Employee 2						L	L			L				L			L	L	L	L	L			L	L	L	L	L			L2	14.5	14.5	0	0	0	Vacation Leave (Morning)L1			
Employee 3						L	L			L				L			L	L	L	L	L			L							L1	10.5	10.5	0	0	0	Vacation Leave (Afternoon)L2			
Employee 4						L	L			L				L			L	L	S1	L	P			L	P						L2	11	8.5	0.5	2	0	Sickness Leave (Full Day)S			
Employee 5			L	L	L	L	L	C	T	L				L	S	S	L	L	L	C	L	L	L	L					L	L	L	22	17	2	3	0	Sickness Leave (Morning)S1			
Employee 6			W	W						L	L	L	L	L			L	L	L	L	L			L								13	11	0	2	2	Sickness Leave (Afternoon)S2			
Employee 7										L	L	L	L	L			L				L			L								8	8	0	0	0	Maternity or PaternityP			
Employee 8										L	L	L	L	L			L				L			L								8	8	0	0	0	Compassionate LeaveC			
Employee 9										w	W	W	w	L			L				W			L	L	L	L	L				12	7	0	5	5	TOIL (Time Off In Lieu)T			
Employee 10			L	L	L	L	L			L	L	L	L	L			L	L	L	L	L			L	L	L	L	L				20	20	0	0	0	Work From HomeW			

Absence type	Code
Vacation Leave (Full Day)	L
Vacation Leave (Morning)	L1
Vacation Leave (Afternoon)	L2
Sickness Leave (Full Day)	S
Sickness Leave (Morning)	S1
Sickness Leave (Afternoon)	S2
Maternity or Paternity	P
Compassionate Leave	C
TOIL (Time Off In Lieu)	T
Work From Home	W

Department 2	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total Absence Days	Total Vacation Leave Days	Total Sick Leave Days	Total Other Leave Days	Total Work from Home Days		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Manager:	Manager Name																																					
Employee 11																																0	0	0	0	0		
Employee 12										S2	S	S	S	S1				L	L	L	L	L				L	L	L	L	L			L	15	11	4	0	0
Employee 13										L	L	L	L	L				L	L	L	L	L						L			L	12	12	0	0	0		
Employee 14																												L			L	2	2	0	0	0		
Employee 15			L	L	L	L	L																					L			L	7	7	0	0	0		
Employee 16			L	L	L	L	L																					L			L	7	7	0	0	0		
Employee 17							L																					L			L	3	3	0	0	0		
Employee 18							L			L	L	L	L	L				L	L	L	L	L				L	L	L	L	L			L	17	17	0	0	0
Employee 19							L			L	L	L	L	L				L	L	L	L	L				L	L	L	L	L			L	17	17	0	0	0
Employee 20			L	L	L	L	L			L	L	L	L	L				L	L	L	L	L				L	L	L	L	L			L	21	21	0	0	0