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| EMPLOYEE LEAVE TRACKER | | | | | | | | | | | | | | | | |
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| Company Name: | |  | | | | | | | | | | | Year: | |  | |
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| Employee Name | Employee ID | | Total Available Leave | Number of Days Taken | | | | | | | | | | | | Total Remaining Days |
| **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** |
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| [A blue and black logo  AI-generated content may be incorrect.](https://www.generalblue.com/) | | | | | | | | | | | | | | | | |