



Nirapod Agro Care

219 Sherkhali, Shahzadpur, Sirajganj

Yearly Personal Leave Record

Name of Employee:

Designation:

Personal Identification Number (PIN):

Date of Join:

Annual Leave: 12 Days

Earn Leave: 12 Days

Sick Leave: 12 Days

Sl	Date	Leave From	Leave To	Days	Type	Total Leave			Due Leave		
						Annual	Earn	Sick	Annual	Earn	Sick
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

Prepared by

Checked by

Approved by