

# Leave Reports

1.

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Employee Name	Leave type	Type	Reason	From date	To date	Leave Days	Status
Abhishek sharma [ TP15364 ]	Privileged Leave	Paid	test	23-Apr-2025	24-Apr-2025	2 Day (s)	Pending
Annupritta [ TP20622 ]	Medical Leave	Paid	hdhddo	16-Apr-2025	17-Apr-2025	2 Day (s)	Approved

## Applied Leaves Report -

Applied Leaves Report provides a comprehensive overview of the types of leaves taken by employees, along with their current status.

[Search Employee](#) **Total: 16**

Employee Name	Casual Leave	Earned Leave	Medical Leave	Privileged Leave	Restricted Holiday	Unpaid Leave	Maternity Leave
	N/A	N/A	N/A	6.0	N/A	N/A	N/A
Ishita Adhikari [ 127 ]	N/A	N/A	N/A	6.0	N/A	N/A	182
Rajat Sharma [ 128 ]	N/A	N/A	N/A	6.0	N/A	N/A	N/A

## 2. Employee Leave Balance -

Employee Leave Balance Report provides a detailed view of the remaining leave balance for each employee across all applicable leave types.

### Leave Taken and Balance

[Reports](#) > [Leave Taken and Balance](#)

[Search](#) **Total: 16**

Employee	Casual Leave		Earned Leave		Medical Leave		Privileged Leave		Rest
	Taken	Balance	Taken	Balance	Taken	Balance	Taken	Balance	
	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A
Ishita Adhikari [ 127 ]	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A
Rajat Sharma [ 128 ]	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A
Sakshi [ ORG7588 ]	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A
Raju [ TP7510 ]	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A
Jitendra kumar [ AKAL 100 ]	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A

### 3. **Leave Taken and Balance** -

Leave Taken and Balance Report offers a comprehensive overview of the leaves taken and remaining for each employee across various leave types.

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