LEAVE SUMMARY REPORT

(01-03-2018 To 31-03-2018)

Employee ID	Name	Payroll ID	Period	Leave Type	B/F	Leave Earn (System)	Leave Earn (Manual)	Leave Adj.	Tot. Leave	Leave Taken	Balance	Remarks
100	MICHAEL		01-10-2017-->31-12-2017	ANNUAL LEAVE	9.00	0.00	0.00	0.00	9.00	6.00	3.00	
			01-01-2018-->31-12-2018	ANNUAL LEAVE	14.00	0.00	0.00	0.00	14.00	1.50	12.50	
			24-01-2018-->28-01-2018	ROADSHOW	5.00	0.00	0.00	0.00	5.00	0.00	5.00	
			01-01-2018-->31-12-2018	SICK LEAVE	14.00	0.00	0.00	0.00	14.00	0.00	14.00	
			01-01-2017-->31-12-2017	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	SHANG DAO
			01-10-2017-->31-12-2017	UNPAID LEAVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101	HOI		01-10-2017-->31-12-2017	ANNUAL LEAVE	6.00	0.00	0.00	0.00	6.00	5.50	0.50	
			01-01-2018-->31-12-2018	ANNUAL LEAVE	14.00	0.00	0.00	0.00	14.00	2.50	11.50	
			01-01-2018-->31-12-2018	MATERNITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
			01-01-2018-->31-12-2018	SICK LEAVE	14.00	0.00	0.00	0.00	14.00	0.00	14.00	
			01-01-2018-->31-12-2018	TRAINING	4.00	0.00	0.00	0.00	4.00	4.00	0.00	
			01-01-2018-->31-12-2018	UNPAID LEAVE	0.00	0.00	0.00	0.00	0.00	1.00	-1.00	
102	AVIT		24-01-2018-->28-01-2018	ROADSHOW	5.00	0.00	0.00	0.00	5.00	0.00	5.00	
			01-01-2018-->31-12-2018	SICK LEAVE	14.00	0.00	0.00	0.00	14.00	1.00	13.00	
			01-01-2017-->31-12-2017	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
			01-10-2017-->31-12-2017	UNPAID LEAVE	0.00	0.00	0.00	0.00	0.00	6.50	-6.50	
			01-01-2018-->31-12-2018	UNPAID LEAVE	0.00	0.00	0.00	0.00	0.00	6.50	-6.50	
103	FRANKY		01-10-2017-->31-12-2017	ANNUAL LEAVE	3.00	0.00	0.00	0.00	3.00	1.00	2.00	
			01-01-2018-->31-12-2018	ANNUAL LEAVE	14.00	0.00	0.00	0.00	14.00	7.50	6.50	
			01-01-2018-->31-12-2018	SICK LEAVE	14.00	0.00	0.00	0.00	14.00	1.00	13.00	
			01-01-2017-->31-12-2017	TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
			01-10-2017-->31-12-2017	UNPAID LEAVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	