

Detailed Leave Balance Tracker with Application Form Excel

Keep accurate records with this **Detailed Leave Balance Tracker** Excel template, designed to monitor employee leave efficiently. It includes an integrated application form for seamless leave requests and approvals. This tool helps streamline HR processes and ensures transparent leave management.

Features

- Tracks different types of leave (annual, sick, casual, etc.)
- Automatic leave balance calculations
- Easy-to-use leave application form
- Approval workflow tracking
- Employee-wise summary dashboard
- Customizable leave types and limits

Sample Layout

| Employee Name | Department | Annual Leave Balance | Sick Leave Balance | Casual Leave Balance | Last Leave Taken |
|---------------|------------|----------------------|--------------------|----------------------|------------------|
| Alice Johnson | HR | 10 | 5 | 3 | 2024-05-20 |
| Brian Smith | IT | 8 | 2 | 6 | 2024-06-02 |

Leave Application Form

Employee Name:

Department:

Leave Type:

Annual

Start Date:

End Date:

Reason for Leave:

Submit Application