

Annual Employee Leave Record Form

Employee Name	<input type="text" value="Enter employee's name"/>	Employee ID	<input type="text"/>
Department	<input type="text"/>	Year	<input type="text" value="2024"/>

Leave Record Details

Month	Leave Entitlement (days)	Leave Taken (days)	Carry-over (days)	Leave Balance (days)
January	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>
February	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
March	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="5"/>
April	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="5"/>

Annual Summary

Total Leave Entitlement	Total Leave Taken	Final Leave Balance
<input type="text" value="24"/>	<input type="text" value="3"/>	<input type="text" value="21"/>

Note: The leave balance is calculated as:
Leave Balance = Previous Carry-over + Entitlement - Leave Taken for each month.
This form is a record-keeping tool; actual calculations and updates should be managed by HR according to company policy.