

Annual Employee Leave Record Form

Employee Name	Enter employee's name	Employee ID	
Department		Year	2024

Leave Record Details

Month	Leave Entitlement (days)	Leave Taken (days)	Carry-over (days)	Leave Balance (days)
January	2	0	0	2
February	2	1	2	3
March	2	0	3	5
April	2	2	5	5

Annual Summary

Total Leave Entitlement	Total Leave Taken	Final Leave Balance
24	3	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.