Focus Humanitarian Assistance Pakistan

Employee Leave Ledger

From: 14-Apr-2025 **To:** 31-Dec-2025

Employee Id	Employee Name	Department	Designation
ST760	Itizaz Rehman	Program	MIS & Software Developer

Date	Particulars	From	To	Days	Earned/Annual Leave							Casual Leave			Sick Leave			LWP
					D/A	C/C	EE	UE	TE	CA	Total	D/A	C/C	B/A	D/A	C/C	B/A	D/A
	Opening Balance					0	0	0	0	0	0		0	0		0	0	
2025	Current					18.5	0	9	9	9.5	18.5		7	7		9.5	9.5	
26-May-2025	Casual Leave	27-May-2025	27-May-2025	1								1	6	6				
10-Jun-2025	Earned Leave	16-Jun-2025	20-Jun-2025	5	5		5	4	9	4.5	13.5							
06-Aug-2025	Earned Leave	11-Aug-2025	13-Aug-2025	3	3		8	1	9	1.5	10.5							
03-Sep-2025	Casual Leave	03-Sep-2025	03-Sep-2025	1								1	5	5				
16-Sep-2025	Leave Encashment	01-Sep-2025	05-Sep-2025	5	5		3	1	4	1.5	5.5							
26-Sep-2025	Sick Leave	25-Sep-2025	26-Sep-2025	2											2	7.5	7.5	

* This is a computer generated leave ledger and does not require any signatures if issued without any alteration(s).