

Annual Leave Tracker Template

Effortlessly manage and monitor employee vacation time, ensuring accurate tracking and seamless scheduling.

Leave Tracking												
Employee		Vacation					Sick					Total Time Used
		Available	Used	Emergency Leave	Time Off	Remaining	Available	Used	Time Off	Remaining		
ID	Name	Available	Used	Emergency Leave	Time Off	Remaining	Available	Used	Time Off	Remaining	Used	
00001	John Doe	20	0	0	0	20	0	0	0	0	0	
00002	Jane Smith	15	0	0	0	15	0	0	0	0	0	
00003	Mike Johnson	10	0	0	0	10	0	0	0	0	0	
00004	Sarah Lee	25	0	0	0	25	0	0	0	0	0	
00005	David Kim	18	0	1	0	17	0	0	0	0	0	
00006	Emily White	12	0	0	0	12	0	0	0	0	0	
00007	Chris Brown	22	0	0	0	22	0	0	0	0	0	
00008	Alex Green	14	0	0	0	14	0	0	0	0	0	
00009	Olivia Black	16	0	0	0	16	0	0	0	0	0	
00010	Noah Gray	11	0	0	0	11	0	0	0	0	0	
00011	Isabella Blue	19	0	0	0	19	0	0	0	0	0	
00012	Liam Red	13	0	0	0	13	0	0	0	0	0	
00013	Mia Yellow	17	0	0	0	17	0	0	0	0	0	
00014	Ben Orange	21	0	0	0	21	0	0	0	0	0	
00015	Charlotte Purple	15	0	0	0	15	0	0	0	0	0	
00016	Lucas Silver	18	0	0	0	18	0	0	0	0	0	
00017	Hannah Gold	12	0	0	0	12	0	0	0	0	0	
00018	Ethan Bronze	16	0	0	0	16	0	0	0	0	0	
00019	Ava Copper	14	0	0	0	14	0	0	0	0	0	
00020	Jack Iron	10	0	0	0	10	0	0	0	0	0	
00021	Grace Steel	18	0	0	0	18	0	0	0	0	0	
00022	Leo Nickel	11	0	0	0	11	0	0	0	0	0	
00023	Sophia Zinc	15	0	0	0	15	0	0	0	0	0	
00024	Matthew Tin	13	0	0	0	13	0	0	0	0	0	
00025	Chloe Lead	17	0	0	0	17	0	0	0	0	0	
00026	James Platinum	19	0	0	0	19	0	0	0	0	0	
00027	Amelia Silver	12	0	0	0	12	0	0	0	0	0	
00028	William Gold	16	0	0	0	16	0	0	0	0	0	
00029	Olivia Bronze	14	0	0	0	14	0	0	0	0	0	
00030	Benjamin Copper	10	0	0	0	10	0	0	0	0	0	
00031	Mia Iron	18	0	0	0	18	0	0	0	0	0	
00032	Lucas Steel	11	0	0	0	11	0	0	0	0	0	
00033	Sophia Nickel	15	0	0	0	15	0	0	0	0	0	
00034	Matthew Zinc	13	0	0	0	13	0	0	0	0	0	
00035	Chloe Lead	17	0	0	0	17	0	0	0	0	0	
00036	James Platinum	19	0	0	0	19	0	0	0	0	0	
00037	Amelia Silver	12	0	0	0	12	0	0	0	0	0	
00038	William Gold	16	0	0	0	16	0	0	0	0	0	
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00040	Benjamin Copper	10	0	0	0	10	0	0	0	0	0	
00041	Mia Iron	18	0	0	0	18	0	0	0	0	0	
00042	Lucas Steel	11	0	0	0	11	0	0	0	0	0	
00043	Sophia Nickel	15	0	0	0	15	0	0	0	0	0	
00044	Matthew Zinc	13	0	0	0	13	0	0	0	0	0	
00045	Chloe Lead	17	0	0	0	17	0	0	0	0	0	
00046	James Platinum	19	0	0	0	19	0	0	0	0	0	
00047	Amelia Silver	12	0	0	0	12	0	0	0	0	0	
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00049	Olivia Bronze	14	0	0	0	14	0	0	0	0	0	
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Jane Saunders



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of service delivery models The authors work with HR functions includes an established set of service design criteria and an approach that differentiates between a successful implementation and what can be a costly backward step that only serves to alienate the business They show how any prospective HR transformation should consider five fundamental issues in the service design phase to align the HR approach to the business strategy These issues are critical to ensuring a fit for purpose HR function that can measure and demonstrate the value it adds About The Gower HR Transformation Series The Human Resources function faces a continuing challenge to its role and purpose in many organizations it has suffered from serious under representation at strategic board level Yet faced with the challenges of globalism the need to innovate manage knowledge attract and retain the very best employees organizations need an HR function that can lead from the front The process of transforming the function is complex and rarely linear It involves designing a function that can manage its generalist and specialist roles with equal skills The Gower HR Transformation Series will help it uses a blend of conceptual frameworks practical advice and global case study examples to cover each of the main elements of the HR transformation process The books in the series follow a standard format to make them easy to read and reference Together the titles create a definitive guide from one of the leading specialist HR transformation consultancies an organization that has been involved in HR transformation for clients as diverse as Bombardier Transportation Marks Spencer Barnardo s Oxfam Schroders UnitedHealth Group Nestl BP HM Prison Service Transport for London and Vodafone *Annual Book of ASTM Standards* ASTM International,American Society for Testing and Materials,2003 **Engineering Record, Building Record and Sanitary Engineer** ,1894

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