



- One of the various activities of personnel department of ALL Time Co. is Leave Accounting. Department calculates the leaves of employees according to rules of the company.
- An employee can avail following types of leaves-
 - Casual Leave (CL) – Un informed leave
 - Earned Leave (EL) – Informed Leave
 - Medical Leave (ML)
 - Restricted Holiday
- Personnel department maintains information of all employees and following 4 major tasks are conducted in leave accounting activity-
 - Employee record maintenance → When person joins the organization, department takes the details of employee, and details are updated if there are any changes in details.
 - Leave Crediting → On 1st January of every year, department credits 14 CL's, 15 EL's, 2RH's and 10 ML's in the account of every employee.
 - Employee can take maximum 3 days leaves at a stretch, if an employee is unable to avail all 14 CL's of current year then un-availed CL's get lapsed on last day of the year, but next year fresh CL's are credited.
 - In case of EL / ML, these are kept on adding into employee's account, they do not get lapsed.
 - If employee doesn't have ML's left in account then EL's will be consumed.
 - At the beginning of every year, organization declares a list of 20-25 restricted holidays apart from regular holidays. One can choose and avail maximum of 2 RHs from the list.



- Leave Posting → Posting of leave means deduction of the type of leave from the account of employee. Proper record is maintained about leave taken, like
 - Date of applying
 - Leave start date
 - No of days
 - Type of leave
 - Reason etc.
- Generation of leave statement → Department prepares leave statement stating balance of leave account of employees to fulfill the following queries –
 - Employee may want to check his leave status till date.
 - Accounts department may ask for leave status of any employee.
 - Department generates leave account status of all employees on last day of the year.
- Leave account balance can be – ve of an employee if he/she takes more leaves than he/she has in account.
- Employee can get settled his leave account to 0 from accounts department by deducting salary or other ways.



ABC Corporation Ltd. Shastri Nagar, Ajmer Contact:9658745698,0145-2356987					
Department Wise Employee List					
Deptno :10					
Department Name: Sales					
Empno	Name	Designation	Address	Contact No	Joined on
1001	Mahesh Sharma	Salesman	2/3,Vaishali Nagar,Ajmer	9865478498	25-Dec-2011
1002	Ravi Mehra	Manager	Agra gate,Ajmer	9865412378	02-June-2000
1003	Amit Mishra	Supervisor	B25/6 Lajpat nager,Ajmer	9586874545	06-May-2003
1004	Kamlesh Roy	Clerk	6/21,Civil Line,Ajmer	9564578458	30-July-2001
Count of Employee in this deptment is:4					
System Date				Page No:	

ABC Corporation Ltd. Shastri Nagar, Ajmer Contact:9658745698,0145-2356987		
List Of Leaves in Organization		
Leave Code	Leave Type	Leave Granted
CL	Casual Leave	14
EL	Earned Leave	15
RH	Restricted Holidays	2
ML	Medical Leave	10
System Date		



ABC Corporation Ltd. Shastri Nagar, Ajmer Contact:9658745698,0145-2356987	
Leave Balance of Employee	
Empno:1002 Name: Ravi Mehra Designation:Manager Department: Sales	
Type	Leaves
CL	10
EL	06
ML	10
RH	02
Total Remaining Balance: 28	
System Date	

ABC Corporation Ltd. Shastri Nagar, Ajmer Contact:9658745698,0145-2356987					
List Of Employee with Negative Leave Balance					
Empno	Name	Contact No	Department	Designation	Balance
1001	Mahesh Sharma	9865478498	Sales	Salesman	-9
1002	Ravi Mehra	9865412378	Purchase	Manager	-6
1003	Amit Mishra	9586874545	Production	Supervisor	-5
1004	Kamlesh Roy	9564578458	Accounts	Clerk	-4
Count of Employee : 4					
System Date					Page No:



ABC Corporation Ltd. Shastri Nagar, Ajmer Contact:9658745698,0145-2356987					
List Of Employees who havenot availed any Leave Year : 2012					
Empno	Name	Designation	Address	Contact No	Joined on
1001	Mahesh Bhatt	Salesman	2/3,Vaishali Nagar,Ajmer	9865478498	25-Dec-2011
1002	Ravi Mehra	Manager	Agra gate,Ajmer	9865412378	02-June-2000
1003	Amit Mishra	Supervisor	B25/6 Lajpat nager,Ajmer	9586874545	06-May-2003
					Count of Employees:3
System Date			Page No:		

ABC Corporation Ltd. Shastri Nagar, Ajmer Contact:9658745698,0145-2356987					
Date Wise Leave Aailed From 02-May-2014 To 31-May-2014					
Date:02-may-2014					
Empno	Name	Type	Start Date	End Date	Reason
1001	Mahesh Sharma	CL	01-May-2014	06-May-2014	Urgent Work
1002	Ravi Mehra	EL	03-May-2014	05-May-2014	
1003	Amit Mishra	ML	15-May-2014	25-May-2014	Cousin's Marriage
					Count of Employee:3
System Date			Page No:		