Leave – Help Document

This is regarding the process of entering leave records in the shared Excel Format, for informational purposes only. Kindly follow the steps written below:

Step 1: Employee Information

a. **Employee Code**: Enter valid employee code.
b. **Employee Name**: Enter the name of the employee.
c. **Cadre(Officers/Teaching/Non-Teaching)**: Enter the correct Employee cadre.
d. **Designation**: Employee's designation.
e. **Organization Unit**: Department Name.

S.No.	Employee Code	Employee Name	Cadre (Officers/ Teaching / Non Teaching)	Designation	Organization Unit
			Demo Content		
1	O-10	Nitin	Officer	HOD	Department of English
2	N-11	Romesh	Non-Teaching	Head Asstt	Department of Law
3	T-12	Shweta	Teaching	Jr. Asstt	Department of Home Science

Step 2: Casual Leave

1.**Opening Balance:** This means that you **need to enter the total number of casual leaves** in your credit.
(e.g, if you are allotted 15 leaves per year, you should enter 15 leaves.)

2.**Closing Balance:** This implies that you **need to entre the leaves you have availed.**
(e.g, If you have Availed 12 leaves out of your total Credited leaves,enter the number 12 in this field).

3.**Current Balance:** This field indicates the **remaining number of leaves thus, the corresponding balance**.
(e.g, if you have availed 12 leaves out of 15, 3 leaves are pending, so enter 3 in this field.)

Casual Leave		
	Demo Content	
Opening Balance	Closing Balance	Current Balance
15	12	3
15	8	7
15	5	10

The closing balance refers to the total number of leaves you have taken.(Availed)

Step 3: Earned Leave
Kindly entre the requiredinformation in the two sapararte fields: Non-Teaching (Non-Vocational) and Non-Teaching (Vocational).

1.**Opening Balance:-** In this domain, you need to entre the **total accumulated leave(Earned Leaves) based on your joining date**.
(e.g, if your **joining date is 1996**, Total year accumulated is **27 years** of Service. If you are entitled to **30 earned leaves per year**, to determine your total accumulated earned leave, calculate **30 multiplied by 27, a total of 810.** Therefore, you are required to enter **810 as your total earned leave.)**

2.**Closing Balance:-**This implies that you need to input the leaves you have availed.
(e.g, If you have **Avail 115 leaves(Since the joining date up to the present.)** out of your **total allotted leaves**, you should **enter the number 115** that you have used).

3.**Current Balance:-** This field indicates the remaining number of leaves thus, the corresponding balance.
(e.g, if you have used 115 leaves out of **(the total Earned Leaves based on your joining date, e.g 810)**, "**Opening balance - Closing balance is equal to Current Balance"**(695 is your Current Balance)

Input the total Earned Leaves based on your joining date.

Earned Leave Non-Teaching(Non-Vacational)			Earned Leave Non-Teaching(Vacational)		
	Demo Content				
Opening Balance	Closing Balance	Current Balance	Opening Balance	Closing Balance	Current Balance
810	115	695	350	111	239
258	85	173	450	62	388
525	120	405	226	31	195