

PART – 5

LEAVE RECORD

Earned Leave (EL)

Credited on 1 st January _____	Debited	Balance	Credited on 1 st July _____	Debited	Leave encashment for LTC, if any	Balance
					Upload Order	

Half year
wise

Half Pay Leave (HPL)

Credited 1 st January _____	Debited	Balance	Credited on 1 st July _____	Debited	Balance

Child Care Leave (CCL)

Total 730 (days)	Debited (spells, Calendar year wise)	Balance

Maternity Leave

	Leave availed		
	From	To	Total number of days
Total Leave 180 days (for the first child)			
Total Leave 180 days (for the 2 nd child)			

Paternity Leave

	Leave availed		
	From	To	Total number of days
Total Leave 15 days (for the first child)			
Total Leave 15 days (for the 2 nd child)			

Whether any other kind of leave availed: Yes/No

If yes, details _____ (upload order)