

Leave Tracker

Employee Name	Annual Leave Entitlement	Last Updated	Balance	Last Updated
Jane Dlamini	15 days	5 days	10 days	01 May 2025
Sipho Nkosi	18 days	10 days	8 days	01 May 2025

Optional: Add columns for sick leave, family responsibility leave, and unpaid leave.

📌 Quick and printable. Works well for teams under 50.