Leave Register: Employee Card

Name of establishment: _____ Year: _____

Employee name: _____ Employee code: _____ Designation: _____ Date of joining: _____

Month	Casual leave			Sick leave			Earned leave			Approved by (initials)	Dates and remarks
	Accrued	Taken	Balance	Accrued	Taken	Balance	Accrued	Taken	Balance		
Opening balance (1 January)											
January											
February											
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
Encashed during the year											
Carried forward to next year											

Accrued = days added in the month. Taken = days of leave approved in the month; write a half day as 0.5. Balance = previous balance + accrued − taken. Opening balance for the new year = balance carried forward from the last year, up to the cap in your leave policy.

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Leave With Wages Register: Worker Card

For factory workers covered by the Occupational Safety, Health and Working Conditions Code, 2020. One row for each calendar year.

Name of establishment: _____

Worker name: _____ Worker code: _____ Date of joining: _____ Adult / adolescent: _____

Calendar year	Days worked in the year	Leave earned (1 day per 20 days worked)	Brought forward	Leave taken (from - to)	Days taken	Days encashed	Balance carried forward and signature

Leave earned applies once the worker has worked the qualifying number of days in the year (180 days under the OSH Code). The rate is 1 day per 20 days worked for an adult and 1 day per 15 days worked for an adolescent. Check the carry-forward cap and the final form layout against your state rules, which are still being notified.

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