Employee and Leave Tracker

OF-XLS-003 v1.0 — The Office File

Prepared for: Harbour Trading Ltd

Purpose

Keep one clean register of employees and log their leave requests in a single workbook. The Summary sheet shows headcount
employee's approved leave taken against the annual entitlement you set on the Setup sheet.

How to use

1. On the Setup sheet, adjust the Departments, Leave Types and Employment Statuses lists to match your organisation, and set
(days per year) in cell I2.
2. Delete the SAMPLE rows on the Employees and Leave Log sheets, then enter your employees (one row each). Employee ID
Leave Log validates every entry against them.
3. Log each leave request on the Leave Log sheet: pick the Employee ID and Leave Type from the dropdowns, enter start and

Privacy warning — read first

This workbook holds employee personal data (names, start dates, leave records). A SPREADSHEET IS NOT A SECURE DA
file can read, copy, forward or alter it. Do not email it unprotected, do not store it on shared drives without access controls, and

What this workbook is NOT

- Not a payroll system — it does not calculate pay, deductions or payouts.
- Not legal or HR compliance evidence — check your local labour law before relying on any record.
- The entitlement figure on Setup is YOUR policy number, not a statutory entitlement. Nothing here encodes any country's lea
- Not a time-and-attendance system — it logs approved leave requests, not clock-in/clock-out data.

Assumptions and limitations

- Leave days are working days, Monday to Friday (NETWORKDAYS). Public holidays are NOT subtracted — there is no hol
workbook.
- The Summary balance subtracts ALL approved leave types from the annual entitlement figure. If your policy treats sick or un
the formulas or track balances outside this workbook.
- Blank cells are treated as missing input, never as zero.
- All dropdown lists live on the Setup sheet — edit the lists there, never in the validation rules.

Departments
Operations
Finance
Sales
HR
IT
Customer Service

Leave Types
Annual
Sick
Casual
Unpaid
Parental

Employment Statuses
Active
Probation
On leave
Terminated

Approved?
Yes
No

Annual leave entitlement (days per year)
20

Your policy number — used by the Summary balance. Not a statutory entitlement.

SAMPLE DATA — ILLUSTRATIVE EXAMPLE ONLY. Delete these rows before entering your own data.

Employee ID	Employee name	Department	Role	Start date	Employment status
EMP-001	Sample Employee A	Operations	Warehouse Supervisor	15-Jan-2023	Active
EMP-002	Sample Employee B	Finance	Accounts Assistant	01-Jun-2023	Active
EMP-003	Sample Employee C	Sales	Sales Executive	10-Feb-2024	Probation
EMP-004	Sample Employee D	HR	HR Officer	05-Sep-2022	On leave
EMP-005	Sample Employee E	IT	IT Support Technician	20-Mar-2021	Active

SAMPLE DATA — ILLUSTRATIVE EXAMPLE ONLY. Delete these rows before entering your own data.

Employee ID	Employee name	Department	Role	Start date	Employment status

SAMPLE DATA — ILLUSTRATIVE EXAMPLE ONLY. Delete these rows before entering your own data.

Employee ID	Employee name	Leave type	Start date	End date	Working days	Approved	Notes
EMP-001	Sample Employee A	Annual	02-Nov-2026	06-Nov-2026	5	Yes	Family trip
EMP-002	Sample Employee B	Sick	20-Oct-2026	21-Oct-2026	2	Yes	Medical certificate on file
EMP-003	Sample Employee C	Casual	09-Nov-2026	09-Nov-2026	1	No	Awaiting manager decision
EMP-004	Sample Employee D	Parental	01-Sep-2026	30-Sep-2026	22	Yes	
EMP-005	Sample Employee E	Annual	21-Dec-2026	24-Dec-2026	4	Yes	

Summary

Key figures

Measure	Value
Total employees	5
Active employees	3
Leave requests logged	5
Approved leave days taken (all staff)	33

Headcount by department

Department	Headcount
Operations	1
Finance	1
Sales	1
HR	1
IT	1
Customer Service	0

Leave balance per employee (approved leave only)

Balance = your Setup entitlement minus approved leave taken. All leave types count against the one entitlement figure — see Start Here > Assumptions.

Employee ID	Employee name	Department	Status	Annual entitlement (days)	Approved leave taken (days)	Balance (days)
EMP-001	Sample Employee A	Operations	Active	20	5	15
EMP-002	Sample Employee B	Finance	Active	20	2	18
EMP-003	Sample Employee C	Sales	Probation	20	0	20
EMP-004	Sample Employee D	HR	On leave	20	22	-2
EMP-005	Sample Employee E	IT	Active	20	4	16

Summary
