

**Leave Statement**

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**Northwind Studio**

Employee leave statement

Employee: Diego Santos <diego@northwind.example>

Start date: Jan 20, 2025

Leave year: Jan 1, 2026 to Dec 31, 2026

Generated Jul 7, 2026 1:07am (as of Jul 7, 2026)

**BALANCES (this leave year, in days)**

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<b>Leave type</b>	<b>Carried</b>	<b>Accrued</b>	<b>Taken</b>	<b>Pending</b>	<b>Available</b>
Annual leave	5	20	4	0	21
Sick leave	0	7	0	0	7
Personal days	0	3	0	0	3
Unpaid leave	0	0	0	0	0

**REQUEST HISTORY**

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Annual leave	Aug 9, 2026 to Aug 13, 2026	4d	Approved
Annual leave	Jul 5, 2026 to Jul 8, 2026	3d	Rejected

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Leavora tracks leave entitlement, requests and balances only. It is not payroll and does not calculate wages, process payments, or handle cards, bank transfers or cryptocurrency.