

# Annual Leave History

REPORT

CONSULTANT

**Charl Fourie**

CLIENT

**Greenfield Digital**

AS OF

**14 May 2026**

GENERATED

**14 May 2026**

## Leave Cycle: 2025-2026 1 Mar 2025 – 28 Feb 2026

Date	Description	Allocated	Carried Over	Taken	Accrued Remaining	Total Remaining
1 Mar 2025	Start of leave cycle	20				20
20 Dec 2025	Non-working day					
21 Dec 2025	Non-working day					
22 Dec 2025	Annual leave (22-24 Dec 2025), 3 days total			1	15.7	19
23 Dec 2025	Annual leave (22-24 Dec 2025), 3 days total			1	14.7	18
24 Dec 2025	Annual leave (22-24 Dec 2025), 3 days total			1	13.7	17
28 Feb 2026	End of leave cycle				17	17

**Leave Cycle: 2026-2027** 1 Mar 2026 – 28 Feb 2027

Date	Description	Allocated	Carried Over	Taken	Accrued Remaining	Total Remaining
1 Mar 2026	Start of leave cycle	20	17			37
14 Mar 2026	Non-working day					
15 Mar 2026	Non-working day					
16 Mar 2026	Annual leave (16-20 Mar 2026), 5 days total			1	17.7	36
17 Mar 2026	Annual leave (16-20 Mar 2026), 5 days total			1	16.7	35
18 Mar 2026	Annual leave (16-20 Mar 2026), 5 days total			1	15.7	34
19 Mar 2026	Annual leave (16-20 Mar 2026), 5 days total			1	14.7	33
20 Mar 2026	Non-working day					
21 Mar 2026	Human Rights Day (Non-working day)					
22 Mar 2026	Non-working day					
3 Apr 2026	Good Friday					
4 Apr 2026	Non-working day					
5 Apr 2026	Non-working day					
6 Apr 2026	Family Day					
14 May 2026	Current status				16.5	31.5

## Summary

Leave Cycle	Allocated	Carried Over	Taken	Remaining
2025-2026	20	0	3	17
2026-2027	20	17	5.5	31.5
<b>Total</b>	<b>40</b>		<b>8.5</b>	<b>31.5</b>

### HOW TO READ THIS REPORT

- Each leave cycle is shown as a separate table. The first row shows the opening balance at the start of the cycle, and the last row shows the closing balance.
- Leave days are expanded individually — each working day of a leave booking appears as its own row, with the booking's date range and total days noted in the description.
- Non-working days and public holidays adjacent to leave bookings are shown in gray. A colored band on the left groups consecutive days of continuous off-time.
- "Accrued Remaining" reflects the leave balance accrued up to the end of that day's month, minus leave taken. "Total Remaining" reflects the full cycle allocation plus carryover, minus all leave booked in the cycle.

### SIGNATURES

**CONSULTANT**

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Charl Fourie NAME

**CLIENT** Acceptance of the above

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NAME

**APEX STAFFING SOLUTIONS**

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NAME