

## ANNUAL LEAVE RECORD

Please would you indicate when you are expecting to take your holidays and pass to your line manager for authorisation. Please ensure that **all** leave is recorded on this form and on your timesheet.

Name: ..... Year.....

Total Annual Leave including c/f from last year.....

	Dates	Authorised	Recorded	Hours Taken	Leave Remaining
Jan					
Feb					
Mar					
Apr					
May					
June					
July					
Aug					
Sept					
Oct					
Nov					
Dec					

Leave c/f to next year .....