**HOLIDAY RECORD FORM**

**ANNUAL LEAVE YEAR: 1st January/31st December – ANNUAL LEAVE MUST BE TAKEN .**

Holiday entitlement is contracted hours per week x 5.6 weeks

Zero/Relief contract would be Calculated on an average of 52 weeks worked - for futher assistance please contact you sds advisor or Worknest .

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME: | | | | | |
| ANNUAL LEAVE ENTITLEMENT: DAYS/HOURS | | | | | |
| START DATE OF EMPLOYMENT: | | |  | | |
|  | | |  | | |
| Date of First Day of Leave | Date of Last Day of Leave | No of Days/Hours Requested | | No of Days/Hours Remaining | Authorised by |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |