**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 .

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| --- |
| 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 |
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