**APPENDIX 2**

**EXAMPLE ANNUAL LEAVE RECORD**

|  |  |
| --- | --- |
| Name: |  |
| Manager:  |  |
| Department/Directorate: |  |
| NHS service (or reckonable previous service)  |  |
| Leave Year Ending | 31 March |
| Hours of Work per week |  |
| Full-time Employee Annual Leave Entitlement | Days: |
| Full time\*Part-time Employee Annual Leave + General Public Holiday Entitlement | Hours: |
| Carried over from previous annual leave year |  |
| Total annual leave entitlement  |  |

|  |
| --- |
| Annual leave |
| Inclusive Leave Dates | Number of Days/Hours |
| From | To | No of Days/HrsApplied for | No of Days/Hrspreviously taken  | Total Taken | Approved |
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\*Only applicable as defined in section 5.3