**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/Hrs  Applied for | No of Days/Hrs  previously taken | Total Taken | Approved |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Only applicable as defined in section 5.3