**APPENDIX B**

**EXAMPLE ANNUAL LEAVE RECORD**

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Manager:** |  | |
| **Department/Directorate:** |  | |
| **NHS service (or reckonable previous service)** |  | |
| **Leave Year Ending** |  | |
| **Hours of Work per week** |  | |
| **Full-time Employee Annual Leave Entitlement** | |  |
| **Full time\*Part-time Employee Annual Leave + General Public Holiday Entitlement** | |  |
| **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 (days)** | **Approved** |
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