Annual Leave – Holiday Record

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Annual Holiday Record

This form must be used to obtain and record authorisation for all periods of holiday. It also serves to show the balance of holiday remaining to be taken.

Employee: .....

Period: ..... (from) ..... (to)

Annual Entitlement: ..... (days)

Date of Holiday		Number of Days	Balance Remaining	Employees Signature	Date Requested	Authorised By	Date Authorised
From	To						