HOLIDAY RECORD SHEET

Please only put down the ACTUAL dates that you are NOT in work

Holiday Form 2016

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| --- | --- | --- | --- | --- | --- |
| **Name:** | | | |  |  |
| **2016 entitlement:** | | | |  |  |
| **Days carried forward:** | | | |  |  |
| **Total:** | | | |  |  |
| **Dates of leave** | **Amount of leave** | **Total days taken to date** | **Outstanding entitlement** | **Line manager approval** | **Date of approval** |
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