

# Employee Holiday Record

Employee Name: \_\_\_\_\_

Year covered from: \_\_\_\_\_ to \_\_\_\_\_

Employment started: \_\_\_\_\_

Annual Leave Entitlement: \_\_\_\_\_ This year's entitlement if different: \_\_\_\_\_

Reason for difference: \_\_\_\_\_  
*(e.g. if employment commenced after start of year, or contracted hours changed)*

Dates		Days/Hrs Taken	Days/Hrs Remaining	Employers Signature
From	To			
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Any holiday not used is lost at the end of the holiday year - unless authorised to c/f