

LEAVE AND HOLIDAY RECORD

Name:	Date started work:	Date ended (if applicable):
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CURRENT LEAVE RIGHTS DATES

Annual Leave (12 months from start):		Public Holidays (immediate from start)	
Sick Leave (6 months from start):		Bereavement Leave (6 months from start):	
Domestic Violence Leave (6 months from start):		Other Leave (as agreed):	

NOTE: You should agree a method for determining what 4 weeks' holiday means for this employee, and record the agreement here when they start work and whenever their hours of work change permanently.

Cash value of any board or lodgings as agreed (if applicable):	\$	Holiday Pay paid at end (if applicable):	\$
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Start / Finish Date	Amount Paid (Gross)	ANNUAL LEAVE		PUBLIC HOLIDAYS				SICK LEAVE		BEREAVEMENT LEAVE	DOMESTIC VIOLENCE LEAVE		OTHER LEAVE	
		Leave Taken	Balance	Public or Alternate Taken, Worked or Sold	Hours Worked	Alternate Owed	Balance	Leave Taken	Balance	Leave Taken	Balance	Leave Taken	Balance	
				Public: <input type="checkbox"/> Taken <input type="checkbox"/> Worked										
				Alternate: <input type="checkbox"/> Taken <input type="checkbox"/> Sold										
				Public: <input type="checkbox"/> Taken <input type="checkbox"/> Worked										
				Alternate: <input type="checkbox"/> Taken <input type="checkbox"/> Sold										