HOLIDAY RECORD SHEET

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

<<insert name of company> Holiday Form <<insert year>>

Name:							
<<insert year>> entitlement:							
Days carried forward:							
Bank holidays:							
Total:						*Admin only*	
Dates of leave	**Amount of leave**	**Total days taken to date**	**Outstanding entitlement**	**Line manager approval**	**Date of approval**	**Spread sheet**	**Tallies**

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