

## LEAVE AND HOLIDAY RECORD

| CURRENT LEAVE RIGHTS DATES |     |
|----------------------------|-----|
| 1                          | 2   |
| 3                          | 4   |
| 5                          | 6   |
| 7                          | 8   |
| 9                          | 10  |
| 11                         | 12  |
| 13                         | 14  |
| 15                         | 16  |
| 17                         | 18  |
| 19                         | 20  |
| 21                         | 22  |
| 23                         | 24  |
| 25                         | 26  |
| 27                         | 28  |
| 29                         | 30  |
| 31                         | 32  |
| 33                         | 34  |
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| 37                         | 38  |
| 39                         | 40  |
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| 45                         | 46  |
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| 81                         | 82  |
| 83                         | 84  |
| 85                         | 86  |
| 87                         | 88  |
| 89                         | 90  |
| 91                         | 92  |
| 93                         | 94  |
| 95                         | 96  |
| 97                         | 98  |
| 99                         | 100 |

| CURRENT LEAVE RIGHTS DATES |                         |                         |
|----------------------------|-------------------------|-------------------------|
| Current Month (mm/yyyy)    | Current Month (mm/yyyy) | Current Month (mm/yyyy) |

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.

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|  |  |              |              |         |             |                 |               |
|--|--|--------------|--------------|---------|-------------|-----------------|---------------|
|  |  | ANNUAL LEASE | SUBSIDIARIES | GENERAL | BEREAVEMENT | FAMILY VIOLENCE | GENERAL LEASE |
|--|--|--------------|--------------|---------|-------------|-----------------|---------------|

| Start /<br>Finish<br>Date | Amount<br>Paid<br>(Gross) | ANNUAL LEAVE   |         | PUBLIC HOLIDAYS                                                                                                                                  |                 |                   |         | SICK LEAVE     |         | LEAVE       | LEAVE          |         | OTHER LEAVE    |         |
|---------------------------|---------------------------|----------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|---------|----------------|---------|-------------|----------------|---------|----------------|---------|
|                           |                           | Leave<br>Taken | Balance | Public or Alternate<br>Taken, Worked or Sold                                                                                                     | Hours<br>Worked | Alternate<br>Owed | Balance | Leave<br>Taken | Balance | Leave Taken | Leave<br>Taken | Balance | Leave<br>Taken | Balance |
|                           |                           |                |         | Public: <input type="checkbox"/> Taken <input type="checkbox"/> Worked<br>Alternate <input type="checkbox"/> Taken <input type="checkbox"/> Sold |                 |                   |         |                |         |             |                |         |                |         |
|                           |                           |                |         | Public: <input type="checkbox"/> Taken <input type="checkbox"/> Worked<br>Alternate <input type="checkbox"/> Taken <input type="checkbox"/> Sold |                 |                   |         |                |         |             |                |         |                |         |
|                           |                           |                |         | Public: <input type="checkbox"/> Taken <input type="checkbox"/> Worked<br>Alternate <input type="checkbox"/> Taken <input type="checkbox"/> Sold |                 |                   |         |                |         |             |                |         |                |         |
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