# Employee Holiday Record

Employee Name: _____

Year covered from: _____ to: _____

Employment started: _____

Annual Leave Entitlement: _____ This year's entitlement if different: _____

Reason for difference: _____

| Dates Dd/mm/yyyy | | Days/Hrs Taken | Days/Hrs remaining | Employers Signature |
|---|---|---|---|---|
| From | To | | | |
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Note – It is the employer's responsibility to record all annual leave dates. The holiday year runs from 1st April to the end of March.