**LEAVE RECORD CHART FOR ACADEMIC YEAR 2017/18**

**Name:**………………………………………………………………………………………………………………………………………………….....

**Line manager/Supervisor:** ……………………………………………………..…………………………………………………….…..

**No. of days annual leave entitlement for full time employees:** 33 days plus 8 Bank Holidays.

**Note:** A separate calculation will need to be made if **i)** you commenced employment after 01 October 2016; **ii)** if your employment ends before 30 September 2017; or **iii)** if you are employed to work part-time.

**No of days entitlement pro rata (based on hours and days worked each week):** …………………

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept |
| 1 |  |  |  | B/H |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  | B/H |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  | B/H |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  | B/H |  |  |  |  |  |  |  |  |  |
| 26 |  |  | B/H  |  |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |  |  | B/H |  |
| 28 |  |  |  |  |  |  |  | B/H |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  | B/H |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total****Days =** |  |  |  |  |  |  |  |  |  |  |  |  |

**Note:** **There is no entitlement to carry over any untaken annual leave from one academic year to the next, or to receive pay in lieu of annual leave not taken.**

You may find it helpful to use A/L to denote annual leave, B/H to denote Bank Holidays, DC to denote a Department closure period, and S/L to denote sick leave. Remember not to include Saturdays and Sundays when you total your leave days taken each month.

If you require any assistance in calculating pro rata annual leave entitlement, or information on other University policies and procedures, to include Maternity, Adoption, Paternity, Compassionate and emergency time off for dependents, please contact Kathleen Pickett, Welfare, Training and Development Adviser. **Please remember to complete a CHRIS/62 for any sick leave**.