

**PRIMARY CARE DIRECTORATE LEAVE RECORD**

**YEAR: 1 APRIL 2021 - 31 MARCH 2022**

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| Name  |  |
| WTE  |  |
| Years of NHS reckonable service (as verified by HR)  |  |
| Annual leave entitlement – pro rotared*(minus bank holidays)* |  |
| Bank holiday entitlement - pro rotared |  |
| Number of days carried over from the previous year *(with manager approval signiture)* |  |
| Exceptional work attendance in 19/20*(with HR, managerial and ESR verification)* |  |

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| **BANK HOLIDAYS**  |
| **Date from** | **Number of days** | **Day** | **Days remaining**  | **Managers signature**  |
| 2 April | 1 | Good Friday |  |  |
| 5 April | 1 | Easter Monday |  |  |
| 3 May | 1 | Early May bank holiday |  |  |
| 31 May | 1 | Spring bank holiday |  |  |
| 30 August | 1 | Summer bank holiday |  |  |
| 27 December | 1 | Christmas Day (substitute day) |  |  |
| 28 December | 1 | Boxing Day (substitute day) |  |  |

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| **ANNUAL LEAVE** |
| **Date request made** | **Date from** | **Date to** | **Days requested**  | **Days remaining**  | **Managers signature** |
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| **SICKNESS/CPD/ CARERS OTHER LEAVE** |
| **Date request made** | **Date from** | **Date to** | **Days requested**  | **Days remaining**  | **Managers signature** |
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\*primary care directorate team does not work bank holidays, they should be booked off on the basis of days worked at the beginning of the year

\*\*all annual leave records should be kept by both the individual and manager for a minimum of 6 years

\*\*\*exceptional leave needs to be approved by both people and culture and your line manager

\*\*\*\*all long service leave awards should be verified before award – a spreadsheet of NHS reckonable service can be found by asking Marion.