'Holiday of a Life-Time' Banked Annual Leave Form

The 'Holiday of a Lifetime Scheme' provides staff with the opportunity to take a specific period of extended paid leave that they have banked/accrued over a period of up to 10 years. The scheme enables the opportunity for a member of staff planning a 'holiday of a lifetime' or extended paid break by banking up to 5 days annual leave maximum in any given year.

Staff may bank up to 5 days (37.5 hours) at the end of an annual leave year for up to 10 years (i.e. maximum number of days that may be banked is 50 days (375 hours).

This form is for the purpose of recording Banked Annual Leave in accordance with section 5 of the Trust Annual and Special Leave Policy. Please see Trust Annual and Special Leave Policy for further details.

| Name: | ! ! | | | Post: | | |
|------------|--------|-------------------------------|---------|--------------------------|------------|--------------|
| Leave Year | | | Balance | Managers | Print Name | Budget Code* |
| From | То | Days/Hours carried over | | Authorising Signature | | |
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| | | TOTAL | | (Max 50) | | |
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* In the event that a staff member transfers to another Trust Ward/Department, the value of the leave carried over whilst in a previous Ward/Department will be transferred proportionately to the budget of the Ward/Department within which the leave is taken (see Trust Annual Leave Policy above).

| | R WHEN BANKED LEAVE TOTALLED ABOVE IS GRANTED ATES BELOW ACCORDINGLY. |
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| | anted the taking of the banked annual leave as totaled above with expected date of return to work of the member of staff |
| Managers Signature: | |
| Print Name: | |
| Date: | |
| PLEASE SEND A SIGNED CO | PY TO YOUR LINE MANAGER. |