Shrewsbury College
Leave Record Card

Name:
Full-time annual leave entitlement:
Individual leave entitlement:

For the period 1 August 2016 to 31 July 2017

Period of leave required (Inclusive dates)					
From	To	No of hours entitlement	Cumulative Annual Leave Total	Approved by Line Manager	Notes
					Annual entitlement
					+ Carry forward
Christmas Break *Wednesday 28 December Thursday 29 December Friday 30 December*					