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**Annual Leave Record Form 2025**

**Note: this form is only to be used for recording Annual Leave of staff members who do not use the Core Employee Self-Service Portal to request/record Annual Leave. All leave other than Annual Leave must be reported to HR as it occurs (e.g. Sick Leave) or requested from HR in advance of the leave in line with the relevant leave policy.**

Employee Name: Staff ID No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discipline/School/Unit:

**Annual Leave:**

# A/L Entitlement for 2025

+ A/L Carried Forward Approved to be carried forward by Date

Line Manager

= Total A/L Available (Up to 5 days may be carried forward by prior agreement with your line manager)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date** | **No. of Days** | **Balance available** | **Signed/Approved by Line Manager** | **Date Approved** |
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**Notice to line manager: please ensure this document is returned to the HR Office by 31st January 2026**