



ANNUAL LEAVE RECORD

Name	
Job Title	
Line Manager	
Annual Leave Year	
Annual Leave Entitlement	

Date From	Date To	Date of return to work	Total days / hrs requested	Outstanding Balance	Approved By
Notes					

Under the Working Time Regulations we have a duty to ensure that you are taking proper periods of rest. At the end of the leave year (1 January to 31 December) please sign below to confirm that the above reflects a true record of your annual leave over the year and return this form to: Andy Richardson, HR Manager, Diocese of York, Amy Johnson Way, Clifton Moor, York, YO30 4XT.

Signature of Employee:

Signature of Line Manager:

Date: