ANNUAL LEAVE RECORD CARD

NHS
Brighton and Sussex University Hospitals NHS Trust

Name					Grade & Specialty					
Leave Year	From		To		Full Entitlement		Carry Over (Pre-Approved)		Entitlement This Year	
Bank Holidays Worked	○ New Year ○ Good Friday ○ Easter Monday ○ May Day				○ Spring Bank Holiday ○ August Bank Holiday ○ Christmas Day ○ Boxing Day					

Notes	From	To	Working Days	Days Remaining	Details of Swap
A MINIMUM OF SIX WEEKS NOTICE MUST BE GIVEN FOR ALL LEAVE REQUESTS. **YOU MAY BE REQUIRED TO PROVIDE THIS DOCUMENT AS EVIDENCE OF ANNUAL LEAVE PLANNED / TAKEN, PLEASE RETAIN A COPY FOR YOUR RECORDS.**					