

**Annual Leave Form**

*In accordance with Annual Leave Policy*

**Employee name:**

**Line manager:**

**Annual leave year:**

***(Annual Leave runs from 1st April 20xx to 31st March 2xx)***

**Number of days / hours entitled for the year:**

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| ***Dates of Annual Leave Taken (Inclusive)*** | ***Number of days / hours taken*** | ***Annual leave balance remaining*** | ***Line Manager Signature*** |
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