ANNUAL LEAVE RECORD FORM
PART-TIME STAFF

LEAVE YEAR: 01 OCTOBER 20 /30 SEPTEMBER 20

Annual Leave entitlement : 175 hours (pro-rata) - equivalent to 25 days
+ College Closure Days[1]: 42 hours (pro-rata) – equivalent to 6 days
+ Public Holidays: 56 hours (pro-rata) – equivalent to 8 days
TOTAL LEAVE ENTITLEMENT = 273 hours[2]

NAME:	
SCHOOL/DEPARTMENT:	
TOTAL LEAVE ENTITLEMENT: **(f.t.e x 273 hours = total leave entitlement)**	**Hours**
NO. HOURS CARRIED FORWARD FROM PREVIOUS YEAR:	

Date of First Day of Leave	Date of Last Day of Leave	No of Hours Requested	No of Hours Remaining	Authorised by

CARRY FORWARD (overleaf)	

[1] For details of the College Closure dates and Public Holidays for each academic year, see the BBK College Website at http://www.bbk.ac.uk/about/birkbeck/termdates

[2] Each time a Public Holiday, or College Closure Day falls on a day that the employee would work, they must deduct the number of hours they would have worked from their Total Leave Entitlement (see the Annual Leave Arrangements Policy for further information).

ANNUAL LEAVE RECORD FORM

Date of First Day of Leave	Date of Last Day of Leave	No of Days Requested	No of Days Remaining	Authorised by

No. Hours carried forward to the next leave year (5 days equivalent in hours maximum)	

If the member of staff is leaving:
The section below should be completed on termination of employment and sent to Human Resources as soon as possible.

Leave outstanding to be paid in lieu:	**HOURS**
Signature of Line Manager:	
Print Name:	