

Staff Bank Annual Leave Claim Form



Name (Block Capitals)								
Payroll Number		Band		Base				
ANNUAL LEAVE DATES REQUESTED			(For office Use Only)					
			<i>ENTITLEMENT</i>		<i>LEAVE TAKEN</i>			
From	To	Hrs Claimed	Total Hrs Worked	Leave Entitlement Remaining	Basic	Sat	Sun	Uns
Signature			Date Requested:					

All Annual Leave should be claimed on a Monday to Sunday basis and Claim Form submitted 2 weeks in advance on a Monday for payment. Please note that leave cannot be requested for dates which you have already agreed to work, unless your manager has honoured these dates and cancelled your bookings accordingly. Entitlement will be calculated based on number of hours worked and form returned to you for information.

By signing this annual leave request form, I am agreeing to the condition that if I hold a substantive contract, under the Working Time Regulations I am unable to work with BankAide for 5.6 weeks to ensure that I take the statutory minimum yearly annual leave entitlement.



Staff Bank Annual Leave Claim Form



Name (Block Capitals)								
Payroll Number		Band		Base				
ANNUAL LEAVE DATES REQUESTED			(For office Use Only)					
			<i>ENTITLEMENT</i>		<i>LEAVE TAKEN</i>			
From	To	Hrs Claimed	Total Hrs Worked	Leave Entitlement Remaining	Basic	Sat	Sun	Uns
Signature			Date Requested:					

All Annual Leave should be claimed on a Monday to Sunday basis and Claim Form submitted 2 weeks in advance on a Monday for payment. Please note that leave cannot be requested for dates which you have already agreed to work, unless your manager has honoured these dates and cancelled your bookings accordingly. Entitlement will be calculated based on number of hours worked and form returned to you for information.

By signing this annual leave request form, I am agreeing to the condition that if I hold a substantive contract, under the Working Time Regulations I am unable to work with BankAide for 5.6 weeks to ensure that I take the statutory minimum yearly annual leave entitlement.