**Annual Leave Record Chart**

**Name:**……………………………………………………………………………………………………………………………………………………………..

**Line manager/Supervisor:** ………………………………………………………………………………………………………………………..

**Annual leave entitlement for full time staff is 41 days inclusive of public holidays.**

**Part time staff leave entitlement is pro rata based on the number of days worked each week.**

**Note:** A separate calculation will need to be made if **i)** you commenced employment after 01 October;

**ii)** if your employment ends before 30 September.

**Number of days entitlement** ……………………………………………………

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  | X |  |  |  |  | X |  | X |  |  | X |
| **Total**  **Days** |  |  |  |  |  |  |  |  |  |  |  |  |

**Up to 5 days annual leave can be carried over from one academic year to the next.**

**Note: There is no entitlement to receive pay in lieu of annual leave not taken.**

You may find it helpful to use A/L to denote annual leave and S/L to denote sick leave.

If you require any assistance in calculating pro rata annual leave entitlement or information on [University policies and procedures](https://www.hr.admin.cam.ac.uk/policies-procedures/leave) regarding leave, please contact Kathleen Pickett on [kjp45@cam.ac.uk](mailto:kjp45@cam.ac.uk). **For any sick leave please complete a CHRIS/62 and email it to Emma Graham,** [**ejg49@cam.ac.uk**](mailto:ejg49@cam.ac.uk)**.**