

Company Name

(YEAR) HOLIDAY / ABSENCE DIARY

Employee Name:

Start Date:

Holiday Entitlement: Days

End Date:

| | 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 | TOTAL HOLIDAY | Total SICK | Total AUTHORISED | Total OTHER |
|------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|------------------|---------------|---------------------|----------------|
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |
| Month-Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 | 0 | 0 |

S = Sick AllowanceA = Authorised Absence

SSP = Satutory Sick PayO = Other Unpaid Reason

X = Unauthorised AbsenceM = Medical

BHP = Bank HolidayT = TOIL (Time off in lieu)

HOLIDAYS TAKENDays0.00000

HOLIDAY ALLOWEDDays0.0

HOLIDAY REMAININGDays0.0