

RHONDDA CYNON TAF COUNCIL

ANNUAL LEAVE CARD FOR THE YEAR : 2011/2012

SERVICE AREA: HUMAN RESOURCES

NAME: BASIC LEAVE ENTITLEMENT:

SECTION: _____ BROUGHT FORWARD FROM

LOCATION: _____

PREVIOUS YEAR (if agreed):

TOTAL: _____

DATE OF CONTINUOUS SERVICE: ______ STAFF NO: _____

LEAVE DATES	NUMBER OF DAYS	BALANCE OF LEAVE	SIGNATURE OF AUTHORISING OFFICER	DATE CERTIFIED	VISION UPDATED

COMPENSATORY FLEXI - TIME

SETTLEMENT	DATE	AM	РМ		HOURS	AUTHORISING	DATE	VISION
PERIOD				DAY	ACCRUED	OFFICER		UPDATED
<u>PERIOD 1</u> 14/03/11- 08/04/11								
PERIOD 2 11/04/11- 06/05/11								
PERIOD 3 09/05/11- 03/06/11								
PERIOD 4 06/06/11- 01/07/11								
<u>PERIOD 5</u> 04/07/11- 29/07/11								
<u>PERIOD 6</u> 01/08/11- 26/08/11								
PERIOD 7 29/08/11- 23/09/11								
PERIOD 8 26/09/11- 21/10/11								
<u>PERIOD 9</u> 24/10/11 – 18/11/11								
PERIOD 10 21/11/11- 16/12/11								
<u>PERIOD 11</u> 19/12/11 – 13/01/12								
<u>PERIOD 12</u> 16/01/12– 10/02/12								
<u>PERIOD 13</u> 13/02/12 – 09/03/12								

TIME OFF IN LIEU

DATE HRS WORKED	NO. OF HRS. WORKED	DATE TOIL TAKEN	NO. OF HOURS TAKEN	BALANCE	AUTHORISING OFFICER	DATE	VISION UPDATED