RHONDDA CYNON TAF COUNTY COUNCIL

ANNUAL LEAVE CARD FOR THE YEAR 2020/2021

SERVICE AREA:

NAME: **BASIC LEAVE ENTITLEMENT**: **STAFF NO**:

SECTION: **LOCATION**:

BROUGHT FORWARD FROM PREVIOUS YEAR (if agreed): ____________________

ADDITIONAL PURCHASED ANNUAL LEAVE: ____________________

TOTAL: __________

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

COMPENSATORY FLEXI – TIME

SETTLEMENT PERIOD	DATE	ALL DAY	HOURS ACCRUED	AUTHORISING OFFICER	DATE	VISION UPDATED
PERIOD 1 02/03/20 - 27/03/20						
PERIOD 2 30/03/20 – 24/04/20						
PERIOD 3 27/04/20 – 22/05/20						
PERIOD 4 25/05/20 – 19/06/20						
PERIOD 5 22/06/20 – 17/07/20						
PERIOD 6 20/07/20 – 14/08/20						
PERIOD 7 17/08/20 – 11/09/20						
PERIOD 8 14/09/20 – 09/10/20						
PERIOD 9 12/10/20 – 06/11/20						
PERIOD 10 09/11/20 – 04/12/20						
PERIOD 11 07/12/20 – 01/01/21						
PERIOD 12 04/01/21 – 29/01/21						
PERIOD 13 01/02/21 – 26/02/21						

TIME OFF IN LIEU

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