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**RHONDDA CYNON TAF COUNTY COUNCIL**

**ANNUAL LEAVE CARD FOR THE YEAR 2023/2024**

**SERVICE AREA:**

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

**SECTION**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **BROUGHT FORWARD FROM PREVIOUS YEAR (if agreed):** \_\_\_\_\_\_\_\_

**LOCATION**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TOTAL**: \_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **LEAVE DATES** | **NUMBER OF DAYS** | **BALANCE OF LEAVE** | **SIGNATURE OF AUTHORISING OFFICER** | **DATE CERTIFIED** | **UPDATED** |
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**COMPENSATORY FLEXI – TIME**

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| **SETTLEMENT PERIOD** | **DATE** | **ALL DAY** | **HOURS ACCRUED** | **AUTHORISING OFFICER** | **DATE** | **UPDATED** |
| **PERIOD 1 03/04/23 – 28/04/23** |  |  |  |  |  |  |
| **PERIOD 2 01/05/23 – 26/05/23** |  |  |  |  |  |  |
| **PERIOD 3  29/05/23 – 23/06/23** |  |  |  |  |  |  |
| **PERIOD 4 26/06/23 – 21/07/23** |  |  |  |  |  |  |
| **PERIOD 5 24/07/23 – 18/08/23** |  |  |  |  |  |  |
| **PERIOD 6**  **21/08/23 – 15/09/23** |  |  |  |  |  |  |
| **PERIOD 7 18/09/23 – 13/10/23** |  |  |  |  |  |  |
| **PERIOD 8 16/10/23 – 10/11/23** |  |  |  |  |  |  |
| **PERIOD 9 13/11/23 – 08/12/23** |  |  |  |  |  |  |
| **PERIOD 10 11/12/23 – 05/01/24** |  |  |  |  |  |  |
| **PERIOD 11 08/01/24 – 02/02/24** |  |  |  |  |  |  |
| **PERIOD 12 05/02/24 – 01/03/24** |  |  |  |  |  |  |
| **PERIOD 13 04/03/24 – 29/03/24** |  |  |  |  |  |  |

**TIME OFF IN LIEU**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE HRS WORKED** | **NO. HRS WORKED** | **DATE TOIL TAKEN** | **NO. HOURS TAKEN** | **BALANCE** | **AUTHORISING OFFICER** | **DATE** | **UPDATED** |
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