Holiday record

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Worker	
Employee or worker	
Holiday year starts	
Statutory entitlement (days)	

From	To	Days taken	Type (annual leave, bank holiday…)	Approved by	Holiday pay notes

Total days taken	
Days remaining	

On leaving: payment in lieu of untaken holiday (date, days, amount)

Recorded by	
Date	

Keep holiday records for six years. For irregular-hours workers, keep the hours records the holiday was worked out from.

General information, not legal advice.

Free template from Pinpost (getpinpost.com): QR + GPS clock-in for small teams.