

Staff Leave & Absence Record –2018

School/Support Department	Staff Number	Grade	Name of Employee
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Week begins Monday		Absent on days shown							Sickness absence summary		Annual Leave summary
Mth	Date	M	Tu	W	Th	F	Sa	Su	No	Days	Days
Dec	11										
	18										
	25	H	H	A	A	A					
Jan	1	H	H								
	8										
	15										
	22										
	29										
Feb	5										
	12										
	19										
	26										
Mar	5										
	12										
	19										
	26										
Apr	2										
	9										
	16										
	23										
	30										
May	7										
	14										
	21										
	28										
Jun	4										
	11										
	18										
Total c/f											

Week begins Monday		Absent on days shown							Sickness absence summary		Annual Leave summary
Mth	Date	M	Tu	W	Th	F	Sa	Su	No	Days	Days
	25										
Jul	2										
	9										
	16										
	23										
	30										
Aug	6										
	13										
	20										
	27										
Sep	3										
	10										
	17										
	24										
Oct	1										
	8										
	15										
	22										
	29										
Nov	5										
	12										
	19										
	26										
Dec	3										
	10										
	17										
	24	A	H	H	A	A					
Year Total											

KEY	A – Annual Leave H – University Holiday C – Unpaid Unauthorised Absence	P – Paid Sickness Absence M – Maternity Leave S – Special Leave T - Unpaid Authorised Leave	The Period of General Closure for 2018 is from 5.00pm on Friday 21 st December 2018 to 9.00am on Thursday 3 rd January 2019
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	Annual Leave Entitlement 2018
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