

# 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<sup>st</sup> December 2018 to 9.00am on Thursday 3<sup>rd</sup> January 2019

Annual Leave Entitlement 2018