**Sick Leave and Holiday Entitlement Form**

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| **Employee name** | | |  | | | | | |
| **Assignment number** | | |  | | | | | |
| **Department** | | |  | | | | | |
| I wish to apply for annual leave whilst I am on sick leave.  I understand that whilst I am reducing my annual leave entitlement my absence remains as one period of Sick Leave.  If I am on full pay sick I will not receive any extra pay for my annual leave and my outstanding leave balance will simply reduce, however if I am on half pay or no pay sick then my pay will be increased to full pay for the period I wish to use my annual leave entitlement for. | | | | | | | | |
| I wish to book annual leave for the period: | | | | | | | | |
| From: |  | | | To: | |  | | |
| Annual leave accrued: | | | | | | | | |
| Annual to be paid: | | | | | | | | |
| **Employee Signature:** | |  | | | **Date:** | |  |
| **Manager Signature:** | |  | | | **Date:** | |  |

Copy of form sent to Payroll

Copy of form sent to e-rostering

Copy retained on personal file