**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