# Holiday and Sickness

Holiday Record Card 2017

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of days of holiday for the year: \_\_\_\_\_\_\_\_ days / hours

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| --- | --- | --- | --- | --- | --- |
| **First date of holiday** | **Last date of holiday** | **Number of days** | **Employee’s initials** | **Manager’s initials** | **Number of days of holiday remaining** |
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Total number of days of holiday taken during 201x : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_