



Employer's Name:	Service Users Name:
Employee's Name:	Holiday Year From:                      To:
Employee's Start Date:	Employee's Leaving Date:
Employee's Wkly Contracted Hours:	

Holiday Entitlement for the Full Year:

First Date of Holiday	Last Date of Holiday	Total Holiday Taken in Hours	Total Holiday Still to Take (deduct hours taken from entitlement to show hours left to take)	Signature of Employer	Date Signed

An employee is entitled to 5.6 weeks holiday per year, based on their contracted hours. (This includes an allowance for Bank Holidays). This sheet is for you to retain and record your PA's holiday on. For Clients who have their payroll processed by Prodisability:- Only return a COPY of this sheet to PRO Disability when your employee leaves your employment. In this case, please enter the leaving date above, and your employees holiday entitlement will be re-calculated up to their date of leaving.