

Holiday record sheet

Personal assistant name:			
Employer name:			
Employment start date:			
The holiday year which this sheet covers runs:			
from*		to	

* The holiday year should run from the employment start date until one year later
e.g. 1/1/2011 - 31/12/2011.

Please note holiday pay should only be paid when holiday is actually taken. Please inform your payroll service of all holiday taken by your PAs.

Total holiday allowance:		
Holiday dates		Total number of holiday hours taken
From	To	