

Personal Leave Planner

Employee Name		Employee Number	
Department		Date	

Month	Events	State Date	End Date	Type Of Leave e.g. Annual
July				
August				
September				
October				
November				
December	Christmas Period			
January	New Year Period			
February				
March				
April	Easter Period			
May				
June				
Total				

Current Annual Leave	Leave Entitlement	Planned Leave To Be Taken 2012/2013	Forecast Balance As At 2011/2012
Employee Signature:		Date:	
Reviewers Signature:		Date:	

Please note that this is an indicative leave planner and formal approval of leave will still need to be submitted via the on-line leave form.