



Petal & Paper

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Annual leave planning tracker



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A N N U A L L E A V E

leave tracker

Tax year · ____ Total entitlement: ____ days (including bank holidays: ☐)

Holiday 1 · Dates: ____ Days: ____ Approved: ☐ Balance: ____

Holiday 2 · Dates: ____ Days: ____ Approved: ☐ Balance: ____

Holiday 3 · Dates: ____ Days: ____ Approved: ☐ Balance: ____

Sick leave (if noted) · Dates: ____ Days: ____ Doctor's note: ☐

Days taken total · ____ Days remaining: ____ Months left: ____

Book by · ____ (many employers have a use-it-or-lose-it policy)

A N N U A L L E A V E I S P A R T O F Y O U R
S A L A R Y — U S E E V E R Y D A Y

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