

One sheet per worker per leave year — entitlement, carried over, taken, pay basis, balance

KD-HR-AL-002 Rev A0

1 THE WORKER AND THE LEAVE YEAR

2 ENTITLEMENT FOR THIS LEAVE YEAR

3 LEAVE TAKEN AND HOLIDAY PAY — ONE LINE PER PERIOD OF LEAVE

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continued

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[illegible]

Leave accrues on the last day of each pay period at 12.07% of the hours worked in that period, and no more than 28 days in a leave year (reg 15B). Where holiday pay is rolled up it is a 12.07% uplift paid at the same time as the pay for the work, and the payslip shows the holiday pay (reg 16A(2), (3) and (7)). Record leave accrued during sick leave or statutory leave on its own line.

[illegible]

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TEMPLATE ONLY. A record shows what the employer did; it does not do it. Adapt it to your business, your contracts and your payroll, and check the current legislation and guidance before relying on it. It is not legal advice.

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ANNUAL LEAVE AND HOLIDAY PAY RECORD

continued

REGISTER — PAYROLL FILE

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UNTAKEN AT YEAR END	CARRIED FORWARD	WHY IT COULD BE CARRIED	NOT CARRIED — CHANCE GIVEN AND WORKER TOLD
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6 LEAVING — PAYMENT IN LIEU OF UNTAKEN LEAVE

TERMINATION DATE	SHARE OF LEAVE YEAR EXPIRED	LEAVE TAKEN THIS YEAR	PAYMENT IN LIEU £	PAID IN PAY PERIOD	WORKED OUT BY
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7 KEEPING THE RECORD

KEEP THIS RECORD UNTIL	HELD AT	YEAR-END CHECK — BY AND DATE
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8 SIGNATURES

Record kept by:					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME
Worker — the leave recorded here is correct (optional):					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.