Name:

Entitlement for 11/12:

LEAVE YEAR 2011/12

For your retention until 31st August 2012 and then return to your line manager.
For pro rata calculations please refer to the HR web page: https://www.bathspa.ac.uk/services/hr/for-staff/work-life-balance/annual-leave-process.asp.
If you are part-time please speak to your line manager regarding pro rata entitlement to Bank Holidays and University holidays.

Bath Spa University

Holiday Dates From	To	Number of Working Days (or Hours if Part Time)	Cumulative Leave Taken	Balance of Leave Remaining	Approved By