

Keep one page per person showing what leave was requested, approved and actually taken, with the balance visible to both sides.

Write the year's entitlement in at the top from your own contract or local rules — the sheet prints no figure and suggests none. Entitlements, rates, records you must keep and how long you must keep them differ by country and often by sector. This sheet states none of them and is not employment advice — check what applies where you are.

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