



**APPENDIX 5 – ANNUAL LEAVE GUIDANCE
APPLICATION FOR SELLING OF ANNUAL LEAVE**

LEAVE YEAR FROM 1ST APRIL: TO: 31st March

This Scheme offers colleagues the opportunity to sell an element of their Annual Leave entitlement, although colleagues must still retain their Statutory Annual Leave entitlement i.e. 5.6 weeks (pro rata), including bank holidays.

Last Name		Ward/Department	
First Name		Directorate	
Assignment Number		Site	
Normal hours of work			
Number of Annual Leave Hours requested to be sold.			
Any additional Information requested or provided: -			
Normal pattern of work:	Days / Shifts / Nights* (*please delete)		
Signed:		Date:	

LINE MANAGER'S APPROVAL

Application Approved YES / NO* (*please delete)	
If not approved, please give reasons:	
Signature	Date
Name in block capitals	Designation

Approved applications should be forwarded to Workforce Information, HR Department, First Floor, Kings Court, WRH email: wah-tr.workforceinformation@nhs.net

PLEASE RETAIN A COPY ON THE PERSONAL FILE