

Medical and Dental staff who are unable/have been unable to take all their leave for leave year 2020/21 are entitled to carry forward all outstanding leave to the 2021/22 leave year.

Medical and dental staff who are carrying forward leave please complete the below form, and submit no earlier than 6 weeks prior to the expiry of leave year to your CD for authorisation. Some Medical and Dental staff may have already started their 2021/22 leave year. Staff in that situation should complete the form detailing how much they have to carry forward recognising they may have not yet had the opportunity to discuss how they intend to take their leave with their CD.

Name:		
Job Title:		
Specialty :		
Start date of 2020/21 leave year:		
End date of 2020/21 leave year:		
Annual Leave entitlement		
Did you carry forward leave from 2019/20 into 2020/21 leave year	Yes /No	If Yes total number of hours carried forward:
At expiry of 2020/21 leave year how many hours (inc 19/20 c/f) are/were outstanding		
Staff signature:		
I confirm all opportunities for leave to be taken in the 2020/21 leave year have been discussed and I am satisfied there is/will be a plan in place to support taking leave in the 2021/22 year and approve the carry forward of the above outstanding leave		
Authorised by: Clinical Director		
Authoriser signature:		

Completed forms are to be returned to your Clinical Director for approval who will forward on to your General Manager copying in the Medical Staffing inbox.