To: Payroll

From:

 **Holiday Pay**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Staff No. |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Date of Leaving |  |

The above named employee is leaving the employment of the University on the date shown.

Please adjust their final salary in respect of leave as shown below.

|  |  |  |
| --- | --- | --- |
| Leave entitlement from 1st May to date of leaving |  | days/hours  |

|  |  |  |
| --- | --- | --- |
| Leave taken from 1st May to date of leaving |  | days/hours |

Signature ......................................................................................

 (Head of Department)

Date ................................................

\* The University leave year runs from 1st May to the 30th April. Annual leave accrues at the rate of one-twelfth the annual entitlement per month. The amount to be entered in this box is the proportioned amount for the current leave year. That is Annual entitlement divided by 12, multiplied by completed months service from 1st May to date of leaving.