Staff holiday planner

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Site _____ **Leave year starts** 01/01/2027

White cells: type here. Tinted cells: calculate themselves. Pink: more days booked than allowed.

Name	Role	Days per week	Hours pattern	Statutory days	Extra days (contract)	Carried over	Total allowance	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Booked	Remaining	Sick days	Unpaid days

Holiday planner

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January 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Holiday	Sick
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
Off that day																																	
Notes																																	

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February 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun				Holiday	Sick
Off that day																																	
Notes																																	

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March 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	31 Wed	Holiday	Sick
Off that day																																	
Notes																																	

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April 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1 Thu	2 Fri	3 Sat	4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	19 Mon	20 Tue	21 Wed	22 Thu	23 Fri	24 Sat	25 Sun	26 Mon	27 Tue	28 Wed	29 Thu	30 Fri		Holiday	Sick
Off that day																																	
Notes																																	

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May 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Holiday	Sick
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon		
Off that day																																	
Notes																																	

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June 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat	6 Sun	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat	13 Sun	14 Mon	15 Tue	16 Wed	17 Thu	18 Fri	19 Sat	20 Sun	21 Mon	22 Tue	23 Wed	24 Thu	25 Fri	26 Sat	27 Sun	28 Mon	29 Tue	30 Wed		Holiday	Sick
Off that day																																	
Notes																																	

Holiday planner

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July 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1 Thu	2 Fri	3 Sat	4 Sun	5 Mon	6 Tue	7 Wed	8 Thu	9 Fri	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	19 Mon	20 Tue	21 Wed	22 Thu	23 Fri	24 Sat	25 Sun	26 Mon	27 Tue	28 Wed	29 Thu	30 Fri	31 Sat	Holiday	Sick
Off that day																																	
Notes																																	

Holiday planner

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August 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Holiday	Sick
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue		

Off that day	
Notes	

Holiday planner

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September 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu		Holiday	Sick
Off that day																																	
Notes																																	

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October 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Holiday	Sick
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		

Off that day

Notes

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November 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat	7 Sun	8 Mon	9 Tue	10 Wed	11 Thu	12 Fri	13 Sat	14 Sun	15 Mon	16 Tue	17 Wed	18 Thu	19 Fri	20 Sat	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue		Holiday	Sick
Off that day																																
Notes																																

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December 2027

Codes: H holiday HD half day S sick U unpaid O other. Grey: weekend. Yellow: bank holiday.

Name	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	Holiday	Sick
Off that day																																	
Notes																																	