# Recording of Banked hours

Part time record of duty - This document will support you to maintain an accurate record of the banking and taking of banked hours.

|  |  |
| --- | --- |
| **School:** |  |
| **Contracted Hours:** |  |
| **Annual leave entitlement:** |  |
| **Annual leave taken:** |  |
| **Employee name:** |  |
| **Position/role:** |  |
| **Period:** | **1 September 20## to 31 August 20##** |

## Autumn term – Banked hours brought forward.

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|  | | | | | | **Banked hours this period** | | **Banked hours** |
| **Week commencing** | **Hours worked** | **Public holidays** | **Annual leave** | **Sick leave** | **Total** | **Hours banked** | **Hours taken** | **Running total** |
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| **Totals:** |  |  |  |  |  |  |  |  |

**Head teacher signature:**

**Date signed:**

## Spring term – Banked hours brought forward.

|  | | | | | | **Banked hours this period** | | **Banked hours** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week commencing** | **Hours worked** | **Public holidays** | **Annual leave** | **Sick leave** | **Total** | **Hours banked** | **Hours taken** | **Running total** |
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| **Totals:** |  |  |  |  |  |  |  |  |

**Head teacher signature:**

**Date signed:**

## Spring term – Banked hours brought forward.

|  | | | | | | **Banked hours this period** | | **Banked hours** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week commencing** | **Hours worked** | **Public holidays** | **Annual leave** | **Sick leave** | **Total** | **Hours banked** | **Hours taken** | **Running total** |
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| **Totals:** |  |  |  |  |  |  |  |  |

**Head teacher signature:**

**Date signed:**