

<h2 style="margin: 0;">Bank Annual Leave Request Form</h2>
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All bank staff accrue bank annual leave whilst working bank shifts. For every 8.64 bank hours worked, the bank worker will accrue 1 bank annual leave hour. Please note the bank shift has to be finalised in order to add to the bank annual leave accrual. Bank annual leave can only accrue to a maximum of 210 hours.

Please note bank annual leave is accrued within the financial year between April – March.

To request bank annual leave please complete the below form and send to leave.tempstaffing@liverpoolft.nhs.uk

Name (Please specify if your name differs on our system)	
Contact Details	
Date of Request	
Please confirm if you are weekly or monthly pay?	
Assignment Number & Current Band	
Please confirm how many hours you wish to claim?	

If you are weekly pay the deadline to request annual leave is midday on Sunday, in order to be paid the following Friday. Any requests after this deadline will be paid the following week. If you are monthly pay the deadline to request annual leave is the 3rd of each month, in order to be paid at the end of the month.

Temporary Staffing Use Only	
Processed Y/N	
Name/Signature	
Date	