

Holiday Entitlement Tracker

Track annual leave entitlement and individual leave requests for your team.

HOW TO USE

1. On the Holiday Tracker sheet, enter each employee name, department, contract type and hours per week.
2. The statutory entitlement calculates automatically based on hours per week.
3. Add any additional days (for example company extras) in the Additional Days column.
4. On the Leave Log sheet, record each individual leave request with start and end dates.
5. The Days Taken column on the Holiday Tracker counts leave from the log automatically.
6. Use the Year dropdown to select the holiday year you are tracking.
7. Enter any days carried over from the previous year in the Carried Over column.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to clear. The white calculated cells update automatically.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You can remove it from Page Layout, Page Setup, Header/Footer.

NOTES

Blue cells are your inputs. White cells are calculated. Sheet protection is on. To unprotect, use Review, Unprotect Sheet (no password).

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

aligned.tax

MTD for Income Tax bridging and compliance for sole traders and landlords.

Holiday Entitlement Tracker

[Logo]

Business Name: Acme Ltd

Holiday Year: 2025

EMPLOYEES	TOTAL ENTITLEMENT (DAYS)	TOTAL TAKEN	REMAINING DAYS
12	332.4	25	307.4

Employee Name	Department	Contract Type	Hrs / Week	Statutory Entitlement	Additional Days	Total Entitlement	Days Taken	Days Remaining	Carried Over	Total Available
Alice Johnson	HR	Full-time	37.5	28.0	2.0	30.0	3	27.0	1.0	28.0
Ben Clarke	Sales	Full-time	37.5	28.0		28.0	3	25.0		25.0
Chloe Davies	Finance	Part-time	25.0	28.0	1.0	29.0	2	27.0		27.0
Daniel Hughes	IT	Full-time	37.5	28.0	3.0	31.0	2	29.0	2.0	31.0
Emma Wilson	Marketing	Part-time	20.0	22.4		22.4	2	20.4	1.0	21.4
Finn O'Brien	Sales	Full-time	37.5	28.0	2.0	30.0	2	28.0		28.0
Grace Patel	Finance	Fixed-term	37.5	28.0		28.0	2	26.0		26.0
Harry Nguyen	IT	Full-time	37.5	28.0	1.0	29.0	2	27.0		27.0
Isla Morgan	HR	Part-time	22.5	25.2		25.2	1	24.2	2.0	26.2
James Thornton	Marketing	Full-time	37.5	28.0	2.0	30.0	2	28.0		28.0
Katie Stewart	Sales	Zero hours	15.0	16.8		16.8	2	14.8		14.8
Liam Griffiths	IT	Full-time	37.5	28.0	5.0	33.0	2	31.0	3.0	34.0

TOTAL			382.5	316.4	16.0	332.4	25.0	307.4	9.0	316.4
--------------	--	--	--------------	--------------	-------------	--------------	-------------	--------------	------------	--------------

Self-check OK

Leave Log

Employee Name	Leave Type	Start Date	End Date	Days	Approved By	Notes
Alice Johnson	Annual leave	06/01/2025	10/01/2025	5	HR Manager	New Year break
Ben Clarke	Annual leave	17/02/2025	21/02/2025	5	Sales Manager	February half-term
Chloe Davies	Sick	20/01/2025	21/01/2025	2	HR Manager	
Daniel Hughes	Annual leave	31/03/2025	04/04/2025	5	IT Manager	Easter week
Emma Wilson	Annual leave	24/02/2025	28/02/2025	5	HR Manager	
Finn O'Brien	Annual leave	22/04/2025	25/04/2025	4	Sales Manager	
Grace Patel	Bank holiday	05/05/2025	05/05/2025	1	Finance Dir	Early May bank holiday
Harry Nguyen	Annual leave	26/05/2025	30/05/2025	5	IT Manager	Spring half-term
Isla Morgan	Annual leave	14/04/2025	17/04/2025	4	HR Manager	Easter
James Thornton	Annual leave	02/06/2025	06/06/2025	5	Marketing Mgr	
Katie Stewart	Sick	10/03/2025	11/03/2025	2	Sales Manager	
Liam Griffiths	Annual leave	07/07/2025	11/07/2025	5	IT Manager	Summer break
Alice Johnson	Annual leave	28/07/2025	01/08/2025	5	HR Manager	Summer holiday
Ben Clarke	Annual leave	18/08/2025	22/08/2025	5	Sales Manager	Summer week
Daniel Hughes	Annual leave	25/08/2025	29/08/2025	5	IT Manager	Late summer
Finn O'Brien	Annual leave	01/09/2025	05/09/2025	5	Sales Manager	
Grace Patel	Unpaid	16/06/2025	20/06/2025	5	Finance Dir	Personal
Harry Nguyen	Annual leave	08/09/2025	12/09/2025	5	IT Manager	
James Thornton	Annual leave	27/10/2025	31/10/2025	5	Marketing Mgr	October half-term
Liam Griffiths	Annual leave	20/10/2025	24/10/2025	5	IT Manager	
Alice Johnson	Annual leave	22/12/2025	24/12/2025	3	HR Manager	Christmas
Ben Clarke	Bank holiday	25/12/2025	26/12/2025	2	Sales Manager	Christmas bank holidays
Chloe Davies	Annual leave	03/11/2025	07/11/2025	5	HR Manager	
Emma Wilson	Annual leave	13/10/2025	17/10/2025	5	HR Manager	
Katie Stewart	Other	12/05/2025	12/05/2025	1	Sales Manager	Appointment

TOTAL

104