



GIG  
CYMRU  
NHS  
WALES

Partneriaeth  
Cydwasaethau  
Shared Services  
Partnership

## Request For Payment of Annual Leave Whilst on Certified Sick Leave

Full Name of Employee	
Employee Number	
Start Date of Annual Leave as a full working day	
End Date of Annual Leave as a full working day	
Number of hours Annual Leave for the above period	

**Please note:**

- Only full days can be paid
- The period must still be covered by a fit note in accordance with the Sickness Absence Policy and HMRC
- Managers must not end date the sickness in ESR

Full name and ESR number of authorising manager	
Date	

If you are receiving any benefit payments in addition to occupational pay, you are advised that it is your responsibility to declare the payment detailed above to the Department of Work and Pension / Jobcentre Plus as this may affect your entitlement to such benefits

Signature of Employee	
Date	

This form should be e-mailed to the relevant payroll office:

PHW & Velindre - [Payroll.Velindreand\\_phw.CAV@wales.nhs.uk](mailto:Payroll.Velindreand_phw.CAV@wales.nhs.uk)

Cwm Taf - [Payroll.Enquiries\\_Cwm\\_Taf@wales.nhs.uk](mailto:Payroll.Enquiries_Cwm_Taf@wales.nhs.uk)

Cardiff & Vale - [NWSSP.PayrollCAV@wales.nhs.uk](mailto:NWSSP.PayrollCAV@wales.nhs.uk)