**TIME OFF FOR MEDICAL APPOINTMENTS**

**NON FLEXI-TIME STAFF**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Appointment | Time off Work  Hours/Mins | Authorised | Time Repaid | | | Authorised | Time off Recorded Against Sick Leave  Hours/Mins |
| Date | Amount | Balance Remaining |
|  |  |  |  |  |  |  |  |