**TIME OFF FOR MEDICAL APPOINTMENTS**

**NON FLEXI-TIME STAFF**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Appointment | Time off WorkHours/Mins | Authorised | Time Repaid | Authorised | Time off Recorded Against Sick LeaveHours/Mins |
| Date | Amount | Balance Remaining |
|  |  |  |  |  |  |  |  |