

## Employee Request for Annual Leave

Employee Name: Ian Caldecott

*I request PAID leave from work as follows:*

Commencing: 12th December 2018

Ending: \_\_\_\_\_

Number of days to be taken: 1

*I request UNPAID leave from work as follows:*

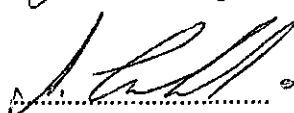
Commencing: \_\_\_\_\_

Ending: \_\_\_\_\_

Number of days to be taken: \_\_\_\_\_

**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: 

Authorised by:  on comp

R.C. Hayhoe: .....

M. O'Brien: .....

Office use only:	
Days remaining	<u>3</u>