Employee Request for Annual Leave

Employee Name: _Ian Caldecott_

I request PAID leave from work as follows:

Commencing: _15 Oct 18_

Ending: _15 Oct 18_

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 leave

R.C. Hayhoe: _____

M. O'Brien: : _____

Office use only:
Days remaining _2_