

## Employee Request for Annual Leave

Employee Name: Ian Caldecott

*I request PAID leave from work as follows:*

Commencing: 17 December 2018

Ending: 19 December 2018

Number of days to be taken: 3

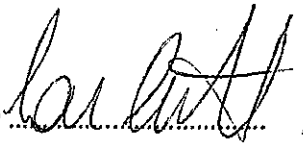
*I request UNPAID leave from work as follows:*

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 corp.

R.C. Hayhoe: .....

M. O'Brien: : .....

Office use only:  
Days remaining

