

Employee Request for Annual Leave

Employee Name: Ian Caldecott

I request PAID leave from work as follows:

Commencing: 26th Oct 2018

Ending: 2nd Nov 2018

Number of days to be taken: 6

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: Ian Caldecott

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien:

Office use only: