Employee Request for Annual Leave

Employee Name: _IAN CALDECOT_

I request PAID leave from work as follows:

Commencing: _12 December 2019_

Ending: _12 December 2019_

Number of days to be taken: _1_

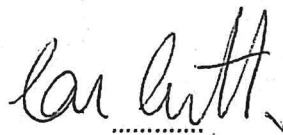*I request UNPAID leave from work as follows:*

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:

R.C. Hayhoe:

M. O'Brien: :

Office use only:
Days remaining _____