Employee Request for Annual Leave

Employee Name: _Ian Caldecott ._

I request PAID leave from work as follows:

Commencing: _14th January 2019_

Ending: _15th January 2019_

Number of days to be taken: _2 ._

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 Cull_ .

Authorised by: _____ on cap.

R.C. Hayhoe: ....

M. O'Brien: : ....

Office use only:	
Days remaining	_22 ._